

**CIR-12 - Bulk Loans**

**Supercedes:** Last Revision

**Policy Statement** - In order to meet the educational, recreational and informational needs of our customers, the Camden County Library System provides loans to schools and assisted living facilities located in member communities.

**Regulations**

**1. School Media Centers**

- 1.1 May borrow up to 50 fiction and 50 non-fiction books for a loan period of 3 months.
- 1.2 New media centers may borrow 200-300 fiction books and 100 non-fiction books for the school year.
  - 1.2.1 An additional 25 non-fiction books may be borrowed for 3 months to supplement subject material.
- 1.3 Audiovisual materials are not available for school loans.
- 1.4 Selection of books may be done by the school librarian or by the staff of the Camden County Library System's Children's Department.
  - 1.4.1 Teachers must contact their school librarian before selecting books.
  - 1.4.2 Up to 3 titles may be requested by phone.
  - 1.4.3 Requests for 4 or more titles must be submitted in writing.
- 1.5 Bulk loans will be delivered and picked up by the Camden County Library System Delivery Service to the following schools:

Albert Bean School  
Avon School  
Berlin Community School  
C.S. Jennings School  
Clementon Elementary School  
Eisenhower Middle School  
John Glenn School  
Loring Fleming School  
Somerdale Park School  
Stoy School  
Strawbridge School  
Van Sciver School

- 1.5.1 All other schools must make their own arrangements for pick up and return of books.
- 1.6 Bulk loan items to schools may not be renewed.
  - 1.6.1 There are no fines for late returns.
- 1.7 The school assumes full responsibility for lost or damaged books.
  - 1.7.1 The Camden County Library System reserves the right to suspend the borrowing privileges of any school that does not pay for lost or damaged books.

## **2. Pre-Schools**

- 2.1 Bulk loans of picture books will be made to school system pre-schools and non-profit federally funded or church-sponsored nursery or pre-schools in member communities.
- 2.2 May borrow up to 25 books for a loan period of 3 months.
- 2.3 Paperbacks and audiovisual materials are not available for loan.
- 2.4 Selection of picture books may be done by the staff of the nursery school or by the Camden County Library System's Children's Department.
  - 2.4.1. Up to 3 titles may be requested by phone.
  - 2.4.2. Requests for 4 or more titles must be submitted in writing.
- 2.5 Bulk loans will be delivered and picked by the Camden County Library System Delivery Service to the following schools:

Barrington PreSchool

- 2.5.1 All other schools must make their own arrangements for pick up and return of books.
- 2.6 Bulk Loan items to schools may not be renewed.
  - 2.6.1 There are no fines for late returns.
- 2.7 The school assumes full responsibility for lost or damaged books.
  - 2.7.1 The Camden County Library System reserves the right to suspend the borrowing privileges of any school that does not pay for lost or damaged books.

## **3. Assisted Living Facilities**

- 3.1 May borrow up to 40 items for a loan period of 3 months.
- 3.2 There is no restriction on type of media.
- 3.3 Selection of items will be done by designated Library staff on a monthly basis.
- 3.4 Bulk loans will be delivered and picked up by designated Library staff for the following facilities:

Brendenwood Assisted Living  
Yardley Commons

- 3.5 There are no fines for late returns
- 3.6 The facility assumes full responsibility for lost or damaged items.
  - 3.6.1 The Camden County Library System reserves the right to suspend the borrowing privileges of any facility that does not pay for lost or damaged material