



Guidelines for Borrowing Materials from Allegany Arc Library

Location: Raptis Building (PWI/Training site), 2718 Andover Road, Wellsville, NY 14895

Library Contact Person(s): Paula Gardner – 585-593-6645 ext. 338 – Darren Ohara – ext. 337

GUIDELINES

Sign Out

- Anyone wishing to borrow materials from the Training Library must complete the sign out sheet (provided on the back) at the time of the loan. If an Arc staff person is borrowing materials for anyone other than themselves (community member, parent, advocate, guardian, or program participant) they must sign the sign out sheet and will be responsible for the safe return of the material.

Loan Periods

- All library materials must be returned within four (4) weeks. If the borrower needs additional time, they must call the Library Contact Person(s) at 585-593-6645 ext. 338 or 337 and if there is no waiting list for that material, they may receive additional time. Additional time will be determined by the Library Contact Person(s).

Fines

- There are no fines for overdue materials.
- Written notice will be sent to any borrower whose materials are not returned within the timeframe agreed upon. Borrowers with overdue materials risk future access to the library.

Damaged or Lost Materials

- If Library Material is damaged or lost, the borrower will notify the library contact person immediately.

Allegany Arc Library Material Sign Out Sheet

Date: _____

Expected Return Date (4 Weeks): _____

Borrower Name: _____

Borrower Address: _____

Borrower Telephone Number: _____

Borrower E-mail address: _____

Material(s) Borrowed: _____

VIDEO _____

DVD _____

BOOK _____

AUDIO _____

I agree to be responsible for all items borrowed from the Allegany Arc Library. I promise to comply with the library guidelines which include returning materials in the allotted time frame and will give prompt notice if additional time is needed for materials borrowed.

Borrower Signature

Date