

**RULES AND PROCEDURES  
FOR BORROWING  
BOOKS & RESOURCES**

**FROM PLAYGROUP**

A selection of books will be displayed at playgroup on a white stand.

Books will be rotated.

Books are colour coded,  
eg books with **orange dots** are generally suitable for 3-4 year olds.

A **List of Books & Resources** will be distributed to care providers,  
with coloured dots indicating suitable ages.

Books are **not** for young children to be handling.  
They are for **you** the **Care Provider** to read to the children.

**HOW DO I BORROW A BOOK?**

**INFORMATION YOU NEED**

You can borrow up to **3 books at any one time**

You can borrow a book for up to **3 weeks at a time.**

At the **back** of each book is a **brown pocket with a white card** in it,  
which identifies the book.

Each **Care Provider's name** is on an **individual brown pocket**  
which **stays at playgroup** in the **wooden borrowing box.**

YOU CAN ALSO **ORDER A BOOK ON LINE, VIA OUR WEBSITE:**

[www.baysidefamilydaycare.com](http://www.baysidefamilydaycare.com)

**» GO TO PLAYGROUP, CONSULT OUR BOOK LIST,  
SUBMIT THE ON LINE RESERVATION FORM**

**THE RESERVATION FORM COMES TO BAYSIDE COORDINATORS**

**COORDINATORS WILL THEN RESERVE THE BOOK(S) AND ARRANGE DELIVERY:**

- AT YOUR HOME,
- AT OUR MANLY PAVILION OFFICE,
- OR ON YOUR NEXT VISIT TO PLAYGROUP

**STEPS FOR BORROWING FROM PLAYGROUP**

1. Write your name and the date the book was borrowed on the white card.
2. Then place the card in your individual brown pocket, and leave it in the borrowing box.

**HOW DO I RETURN A BOOK?**

Find the matching white card in your brown pocket

Write down the date you returned the book, and

Have Samantha or one of the Bayside Co-ordinators sign next to the date you returned the book.

Place the card back into the pocket in the book.

**OUTSTANDING AND DAMAGED BOOKS**

Books are valuable and can easily be lost or damaged, unless you care properly for them, so we will be carefully monitoring the use of the library.

Once a month, the co-ordinators will be checking which books are outstanding. We will be contacting Care Providers who have **overdue books**.

**WE EXPECT CARERS TO PAY FULL REPLACEMENT COST FOR ANY LOST OR DAMAGED BOOKS.**

Replacement costs will be charged at current market price.

**This system is already in existence in some council libraries.**

THANK YOU FOR YOUR COOPERATION AND HELP  
WITH OUR BOOK LIBRARY FOR CHILDREN