

**Prevention Resource Center
Region 7
A program of the Hays Caldwell Council on Alcohol & Drug Abuse**

Materials Clearinghouse and Library Policies

The Region 7 Prevention Resource Center clearinghouse and library are open to the public between 8:30 a.m. and 5:00 p.m., Monday through Friday.

Clearinghouse Policies:

Most items are free of charge. However, some items do have a cost replacement fee.

When ordering literature, please fill out all required information on the literature order form including the quantity, type of literature, and the title.

Publications are distributed subject to availability. For larger quantities, there will be a waiting period of 6-8 weeks.

Library Policies:

Each patron to the PRC library must complete the patron registration form.

Videos and books will be loaned for up to one week. A late fee of \$2.00 a day will be imposed on each video or book not returned on time.

When borrowing a book or video, please complete the book and video check out form with the number and full title of the video or book that you wish to borrow.

Reference books will be available on reserve to view at the PRC. These books will not be available for loan.

Requests will be filled on a first come, first serve basis.

Patrons will contact the PRC if a video or book is lost. The patron will be responsible for paying the replacement cost if it cannot be found. The PRC will allow a time period of one month to search for the book or video tape. The month will begin on the last day the video or book was to be returned. If the video or book is found, the late fee incurred for each day the video or book were overdue will still need to be paid.

Titles cannot be requested for repeated use on a regular basis. Such use indicates the probable need to purchase a copy for your program.

Additional requests will not be filled if the currently borrowed book or video is not returned by the designated due date.

Service to patron may be discontinued for repeated failure to return material promptly or for failure to replace materials lost or damaged by improper use.

If materials have not been returned and two reminder letters have been sent, the patron may be contacted at their work or home concerning the overdue materials.

The patron may not transfer videos and books to any other user.

The patron must not violate copyright laws.

PRC 7 is not responsible for any damage to your VCR or other equipment that may occur while viewing library materials.

All damages to videos and books must be reported to PRC 7 immediately.

The patron will be asked to fill out an evaluation sheet to be returned with the video or book.

I have read the Materials Clearinghouse and Library Policies and agree to abide by the policies.

Signature _____ Date _____