



## Aladdin's Cave



### Beacon Hill Sensory Library and Resource Base Full Terms and Conditions

- All Beacon Hill students, parents, staff and governors will be automatically eligible for membership of the Sensory Library and resource base.
- Organisations and individuals from our local community can apply for Membership including childcare and play providers and children's groups. Signatories must be 18 or over.

#### Membership

- In order to join the library and resource base, members must complete a membership form, and sign an agreement to abide by the sensory library terms and conditions.
- For anyone other than Beacon Hill students, parents, staff and governors, proof of current address by means of two forms of ID is required.
- Members cannot borrow any items until their details are recorded on the system.
- Please inform us of any change in address or other details so we can amend our records.

#### How to use the Sensory Library and resource base

- Individual members can borrow up to 6 standard loan items for each loan period.
- If items are linked, then an individual may borrow more than 6 items by agreement of the sensory library and resource base manager.
- Organisations may borrow more than 6 items in each loan period by agreement of the sensory library and resource base staff.
- If parents/carers who wish to use the library and resource base for more than one child a larger number of items can be borrowed by agreement of the sensory library and resource base staff.

- All members must produce their membership card when borrowing stock
- Members must report any loss or damage to their membership cards.
- Library members are responsible for all items borrowed from the library.
- When borrowing equipment, you will be given a date when it is due back. The loan period is 6 weeks.
- Please try to return the resources on the day they are due back. Late returns will prompt a reminder letter, failing any response we will phone to ensure that you have had every opportunity to return the borrowed items. In the event of not being able to return the toys at all during the loan period, you can phone to extend the loan period for a further 6 weeks. This can only be done once, if another member hasn't requested the items. Some items are not available for renewal.
- Fines will be charged for overdue items. The current rate of fines is displayed in the library. Failure to pay for fines, fees and replacement charges will result in suspension of membership and may lead to prosecution.
- Renewal of items is at the discretion of the sensory library staff and depends on demand for the item in question.
- Items must be returned in the same condition they were borrowed. They must be clean and in a good state of repair.
- Please inform the sensory library and resource base staff if equipment is damaged or parts lost during hire. We do understand that sometimes things get broken, or parts mislaid, but please bring the items back as missing parts often turn up later.
- Where an item is returned broken or incomplete, a replacement charge may be levied. The amount will be decided on relative to the cost of the item and the nature of the repair needed.
- Batteries: where included - the sensory library and resource base will make sure the batteries are working but cannot guarantee they will last the 6-week loan period. If batteries do run out, please replace them with new cells in a similar style and return the old batteries for recycling.
- Electrical items - all electrical items will be safety tested before being loaned out. We reserve the right to re-call these items at any time in order to update the testing.

- Supervision - whilst every effort is made to try and provide a safe environment for children and families, parents and carers are legally responsible for their children whilst using the sensory library, unless this is a time that has been specifically allocated to a class group, in which case the pupils remain the responsibility of the teacher or assistant in charge of the group.
- All information held by the sensory library and resource base is protected under the Data Protection Act 2018. If your account has no activity for two years, your details will be removed from our system.
- A complaint's procedure will be in place at all times.
- Safety: responsibility will not be accepted for any loss, injury or damage caused by or arising from any misuse or any toys or equipment borrowed from the sensory Library and resource base.
- Whilst we make every attempt to ensure that our equipment is safe and in good working order, it is the responsibility of the borrower to ensure that it is used appropriately - for example parents should be aware of choking hazards to small children from small parts, and should consider the age appropriateness when borrowing items. Responsibility will not be accepted for any loss, injury or damage caused by or arising from any misuse of our resources or equipment.