



The Resource Center Presbytery of Genesee Valley

1190 Winton Rd. South

Rochester, NY 14618

(585) 242-0099

sorr@pbygenval.org

LENDING POLICIES FOR RESOURCES

- Lending is open to all interested individuals or organizations. There is no usage fee charged for borrowing resources.
- All materials, excluding equipment, are due **three weeks** from when they are borrowed. If you intend to use the material for an extended time, please reflect this information on the sign-out card. If possible, give a specific time when you expect to return the material.
- If resources become more than six weeks overdue, you will be sent a postcard to remind you to return the overdue resources. If a resource has been lost, please contact the Resource Center immediately. ***If resources are lost or not returned after several reminders have been sent, you will be billed for their replacement.***
- If you wish to pass along a resource, contact the Resource Center first! Remember, resources checked out in your name are *your* responsibility.
- If you plan on making a donation of new or used books, kindly consult with the coordinator prior to the purchase or delivery of materials.
- If you are interested in purchasing a resource for personal use, please call or email the Resource Center for purchasing information.
- If you wish a resource to be shipped to you, you will not be charged shipping and/or handling. Borrowers are always responsible, however, for the cost of return shipping.

A NOTE ABOUT DONATIONS: If you plan on making a donation of new or used books, kindly consult with the coordinator prior to the purchase or delivery of materials.