

## **RESOURCE LIBRARY – EQUIPMENT POLICY**

**Date of approval:** 12 September 1996

**Last reviewed:** August 2004

**To be reviewed as required**

### **POLICY STATEMENTS:**

If the Director considers it appropriate to assist a child's developmental progress, the resources (e.g. puzzles or books) may be borrowed by the child and a record of the loan will be kept.

### **PROCEDURES**

Parents need to see and discuss the matter with the Director.

A note will be made of the article borrowed in the Parent Library Borrowing book.

### **RELATED POLICIES**

Assets Register Policy

### **RESPONSIBILITY**

Equipment & Library officer  
Director