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| --- | --- |
| **Free Loan Basic principles** * All free loan items (DVDs, CDs & books) are the property of the Community Library in Puddletown.
* **To work “CLIP Free Loan” relies on the honesty of the borrowers/members**
* **All borrowers must demonstrate to the Library Volunteer on duty that they are a member** either by showing their library card or giving their name so that their details can be looked up
 |  |
| **Free Loan** To clearly identify it every free loan item has a sticker like this |
| * **Junior members can only borrow items with an adult present.** Parents/guardians are responsible for ensuring junior members only borrow items that are suitable for their age (this particularly applies to DVDs)**Each library member may borrow up to 3 items free of charge at any one time** . (eg parent & child members could borrow items 3 each)
* **Donations towards the running costs of CLIP/FOPL encouraged**
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| * Free Loan items are the property of CLIP and do no go through the County Self Service (CSS ) machine.
* **Library member must enter details of item(s) in Free loan Record Book which is attached to the Free Loan book case.**
* All items must be returned at some time; however **there are no time limits or fines.**
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| **Free Loan Record Book** |
| * When returning item find original loan details and add date of return of item in the Free Loan Record book.
* To avoid confusion with DCL library items replace returned item(s) in correct location on Free Loan shelving

EXAMPLE of free loan entry in “Free Loan Record” Book is given below

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| --- | --- | --- | --- | --- | --- |
| Library card  | Name of Borrower | Contact phone or address | Brief description of item | Date borrowed | Date Returned  |
| 12345 | Lizzie Peckover | 848712 | DVD Rio | 7.1.13 | 31.1.13 |

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