

# D.E.K.T.A.

# RESOURCE LIBRARY

## BORROWING PROTOCOL

## AND

## INVENTORY

Compiled in January 1999

Updated January 2005

Updated December 2009

### Borrowing Protocol

1. In order to borrow equipment from the DEKTA RESOURCE LIBRARY teachers must be currently employed in the area of Nillumbik or Banyule, and their Pre-school Centre must have paid their annual subscription of \$60 to the DEKTA RESOURCE LIBRARY.

2. Arrangements for borrowing equipment can be made by telephoning

**Jo Barker**

at

Eltham Pre-school

907 Main Road

ELTHAM

on

**9439 2889**

You can phone Jo between 8:15am and 5:00pm - Monday to Friday

3. The borrowing books will also be available at the DEKTA Teachers Meetings

4. To collect a resource kit you must do the following:

a) go to Eltham Pre-school

b) inform staff that you wish to use the library

c) show your membership card

d) sign in the pick up book and borrowing book

e) collect the key - from Jo's Office

f) collect your resources from the library - located in old Infant Welfare Centre - 903 Main Road Eltham

g) and return the key to Jo

5. Borrowing time is for 2 WEEKS

5a. Borrowing exception: an extension may be obtained

only if you contact Jo on Friday afternoon to find out if the equipment is booked for the following week

6. If you have booked equipment but decide not to use it please contact Jo so the borrowing book can be adjusted, and if you finish with the equipment early please

return it so others have the option of using it.

If the equipment is lost or damaged whilst in your care, it is then the responsibility of your centre to replace or repair it (general wear and tear is exclude

### Individual kit checklists

In an attempt to keep our equipment in good condition we have implemented a new checklist system. You will find a checklist in each resource Kit and we require you to do the following:

A) Complete the checklist once you have BORROWED your kit

B) IMMEDIATELY REPORT ANY BROKEN, DAMAGED OR MISSING ITEMS TO Jo ON 9439 2889

C) Before returning the kit you need to complete the checklist again and indicate anything damaged or missing

D) Give completed checklist to Jo when you return the kit

IF YOU BORROW A KIT THAT DOES NOT HAVE A CHECKLIST INCLUDED PLEASE PHOTOCOPY ONE FROM THE APPENDIX

7. Damaged or missing equipment:

Please report any missing or damaged equipment to Jo ASAP. This enables the resource committee to organize repairs and or advertise missing resources in the next DEKTA Newsletter.

8. Please ensure all equipment is packaged securely with all parts included before returning.

9. Please return all kits to their appropriately labelled position in the Resource room.

10. We strongly rely on your co operation to keep the Resource Library running well.

Please follow the above protocol so that we can continue to provide a valuable service to all the teachers in DEKTA

\*NB Special protocol for the Marimba (large wooden percussion instrument)

\* requires two people to move

\* Marimba will not fit in a standard sedan car, it requires a station wagon or ute for transportation

\* Parking:

Parking is available on Main Road itself -just to the right of the Resource Library or a new car park is available just off Main road next to senior citizens hall. Limited Parking is available behind the Pre-school.

\* Trolley:

A small trolley is available in the Resource library for use with heavy items.

Resource Library Inventory