

Terms and Conditions for use of the Sensory Toy Collection and C-Pen Readers

- Toys/Equipment/C-Pens may be borrowed by adults who have registered for a Cavan Library Service **Toys Technology and Training** membership card. To register, new members must provide photo ID, proof of address and sign that they agree to the Terms and Conditions.
- Teachers and SNAs may also borrow on behalf of their pupils. The teacher/SNA must register by providing photo ID, proof of address and sign that they agree to the Terms and Conditions.

In addition, the associated school principal must sign and agree to the Terms and Conditions which confirms the Teacher/SNA is employed with the school and that the responsibility for items borrowed from the collection lies with the school.

- Toys/Equipment/C-Pens should be used on the advice of a qualified professional. Cavan Library staff will be delighted to assist in using the service but cannot make recommendations.
- **Children and adults using any items should be monitored at all times.** Cavan Library Service is not responsible for any injury that may be caused by using the toys/equipment/C-Pens while on loan.
- Borrowers should ensure that items are appropriate for the age ability of the person using them, and that care is taken with small parts, loose items, batteries and magnets.
- Borrowers are responsible for any items from the collection in their possession. Borrowers must inspect items before use and to use them safely and as intended for health and safety reasons.
- Items that require batteries will be loaned with working batteries. If batteries run out while the item is on loan members may replace batteries at their own cost. Please recycle batteries responsibly.
- All items should be checked for damage and cleaned before being returned. Any damage must be reported to library staff when the item is returned.
- **Items borrowed by Teachers/SNA's must be always held within the school. Items should not be sent home with school pupils.**
- **Items that are wilfully damaged or lost will incur a full replacement charge. Repeated damage or loss will result in cancellation of Toys, Technology and Training membership.**

Borrowing items from Cavan Library Service Sensory Toy Collection:

The Sensory Toy Collection is held at Virginia Library. Items can be borrowed/collected at Virginia Library only. Items must be returned to Virginia Library

Two items from the Sensory Toy Collection can be borrowed at any time.

The loan period for items from the Sensory Toy Collection is three weeks. Items may be renewed once, for a further three weeks, by phone or in person. Items that are reserved by another library member cannot be renewed.

Two items from the Sensory Toy Collection can be reserved and held for members by contacting:

Virginia Library Tel: 049 8548456 Items must be collected within 7 days of reserving.

Borrowing C-Pen Readers:

C-Pen Readers are available for borrowing from Johnston Central Library, Bailieborough Library, Cootehill Library, Virginia Library, Belturbet Library, Ballyconnell Library and Kingscourt Library.

C-Pen Readers and matching charging cable must be returned to the library they were borrowed from.

Only one C-Pen Reader can be borrowed by members at any time.

The loan period for a C-Pen Reader is three weeks. C-Pens cannot be renewed if reserved by another member. Cavan Library Service will operate a waiting list for C-Pens during periods of high demand.