



ENSOR'S BOOKS

a homeschool lending library

Membership Agreement and Library Policies

Updated August 2021

Who may join: Ensor's Books is our family's private collection of books and educational materials and is located in our home. As such, membership is available by invitation only. We expect our member families to conduct themselves with honesty, respect, responsibility, and appropriate dress and speech in our home. It is also important to note that many of the items in our library reflect our Christian beliefs and worldview, as will our communications.

How it works: The library will be open several days per month for in-person browsing by appointment. You may also browse, search, and place items on hold via our online catalog. After you have been notified that your items are ready for pick up, you will have one week to pick them up before they are returned to the shelves for others to borrow.

Annual Dues: Our normal membership year runs from August to July. However, for our inaugural year, membership will run from September 2021 to July 2022 (11 months). Annual membership dues may be paid via cash, check, or Paypal (no-fee friend payment only). When you join, you are committing to the full year. Dues are non-refundable regardless of the reason for discontinuing membership.

We offer three membership levels in order to accommodate the varying needs and budgets of our member families. Please note that the below pricing reflects a discount for **this year only** due to the shortened year and because we are still working out the kinks in our lending process. Families in full-time Christian ministry will be given a 10% discount on any membership level.

- **Five In A Row** (Includes FIAR Bins Only, 5% book shop discount) – **\$55** (regularly \$72/year)
- **Basic** (Includes all regular shelf items *except* highest-value, 5% book shop discount) – **\$88** (regularly \$120/year)
- **Premium** (Includes FIAR Bins, all regular shelf items *including* high-value items, 10% book shop discount. Multimedia items to be added later in the year.) – **\$132** (regularly \$180/yr)

Borrowing: **Your first visit is limited to 10 shelf items or 1 FIAR bin.** After these are returned in good condition, there is no limit on the number of shelf items you may borrow at a time, but you should not borrow more than you are able to properly care for and store in your tote(s). You should also consider other families who may be studying the same topics and not take every book on that subject. FIAR members may borrow up to 2 FIAR bins at a time after the first visit. **Items may be checked out for 4 weeks.** You may also request a 4-week renewal if the item does not have a hold request on it. After the renewal ends, all items must be seen by the librarian before they can be borrowed again.

Pick-up/Drop-off: Members will be notified via email of current available timeslots for in-person browsing, as well as any significant library closings. Pick-up and drop-off times are also available by appointment throughout the week, and members may make arrangements via email or text.

When checking out books, you will be given a checklist of the items you are borrowing. Before leaving, you will look through your items and sign off, showing that you have received the indicated items and are taking responsibility for them. You can also use this checklist to ensure that all borrowed items are accounted for when preparing to return them.

Please examine the condition of each item before taking it home and decide if you are comfortable taking responsibility for it in its current condition. Once you take it home, it is your responsibility to return it in the same condition it was in when it left the library.

Because the family signing out the library items is personally responsible for their care, **you may not pick up or drop off items for other families.** Library items may not be loaned to friends or extended family or passed from one member family to another. This will make it easier for us to know who has possession of our library items at all times, and it will spare any hard feelings between friends if an item becomes lost or damaged.

Overdue Fines:

Please mark due dates on your calendar as you would any other appointment. I would greatly prefer not to charge overdue fines. I understand that sometimes children get sick, cars break down, scheduling conflicts surprise us – life happens. I just ask that you contact me immediately to make arrangements if an emergency arises that will prevent you from returning your items on time. I would much prefer to show grace and understanding, but you **must** communicate with me. Items that are not returned on time without prior arrangement will be charged \$0.50 per week per item. Fines over \$5 must be paid before borrowing privileges are reinstated. Please be considerate of my desire to avoid negative confrontations with my member families/friends, as well as the needs of other families who may be waiting to borrow the items you are late returning.

Storing Items:

Each family with a Basic or Premium membership must purchase a plastic tote with a securely fitting lid that will protect library items from rain, snow, dirt, food, pets, and drops. Totes for FIAR bins will be provided by the library. **All items must be carried to and from the library in this tote and should be stored in the tote at all times when not in use.** Library items should never be left out around the house, on the floor, on furniture, in the car, or taken to other people's homes or on trips. Totes should be kept clean and free from food crumbs, pet hair, writing instruments, books from other libraries, toys, and debris. If you borrow CDs or DVDs that you would like to use in the car, you will need to store them in a small plastic tote with a securely closing lid to prevent items from getting lost or crushed under seats or feet.

Totes are available for purchase from the library, if needed. If you prefer to provide your own, it should be rectangular, not rounded or oval, and large enough to store items comfortably without crowding, but not so large that the items are thrown around when the tote is moved. It is better to have multiple smaller totes than one huge tote. **Laundry baskets, cardboard boxes, and open totes are not sufficient**, as they do not protect from rain, snow, or debris.

Care of Items:

Many of the books in our library are older, out-of-print gems that are not easily replaced. The only way they can be preserved is by caring for them now. In order to help lengthen the life of all library items, **please adhere to the following care guidelines and teach them to your children:**

- Please do not allow young children to use library items without adult supervision.
- Items should be stored in their tote at all times when not in use.
- Do not use library items outside, in the car (except properly stored CDs/DVDs), or take them on trips with you.
- Make sure hands are clean before handling library items, and do not eat or drink while using them.
- Always turn pages from the top right corner, never from the middle or bottom of the page.
- Store books flat in the tote or standing up like they would be shelved, never with the spines up. While this may make it easier to read the titles, it puts strain on the spine and may cause irreparable damage.
- When you need to save your place in a book, use a flat bookmark. Do not fold pages or use a paperclip or bulky bookmark, and never lay the open book face down, as this will damage the spine.

Damage/Loss: It is inevitable that library items will naturally wear with time and usage. However, when an item comes back to the library with sudden deterioration or damage requiring significant repair, there will be a fee of \$3 to help cover the cost of the repair materials. In the case of significant damage to a FIAR bin, there will be a \$2 fee to help cover the cost of a replacement tote. If a library item is lost or cannot be properly repaired, you will be responsible for the cost of replacement plus a \$3 reprocessing fee. I will do my best to find the lowest price on an identical replacement in similar condition. **Please do not purchase a replacement or attempt repairs on your own.**

Please report any known damage, even a small tear, so it can be repaired promptly. Please be considerate of our family, as well as the next borrower who should not have to bear responsibility for damage your family has caused. We reserve the right to cancel any membership without refund if repeated incidents of negligence are an ongoing problem. Hopefully, this will never become an issue!

Library Visits: We want your children to look forward to the new treasures they receive from our library, and we want our library to be a joyful blessing to them. However, **if your children are with you when you visit, we ask that you know their whereabouts at all times and control their behavior.** Understand that the library is in our home.

1. Do not allow running, horseplay or wandering off. Children are not to wander through the house or enter bedrooms at any time.
2. Please do not bring in food or drink other than water bottles.
3. Because our property is not fenced, it is imperative that you do not allow your young children to be outside without a responsible older sibling or adult. Children are not permitted in the garage, and they must respect the invisible boundaries of our neighbors' properties.
4. By signing this agreement, you acknowledge that you alone are personally responsible for the supervision and safety of your children, and you assume full responsibility for any injury they may incur while visiting the library.

Book Content: Please note that I have not personally read every book in the library. I have tried to collect books that have been recommended in various literature-based curricula and respected book lists, but we also have a large number of other books on various topics, including many that have been donated to the library. **If you come across a book that is objectionable, PLEASE bring it to my attention.** I will determine if it should remain in the library or be discarded. Ultimately it is always each parent's responsibility to determine what is suitable for his/her children.

Several books, especially in the Science section, have evolutionary content. This is unavoidable. If you wish to avoid this, you must decide to either "edit on the fly" if you are reading aloud or assign the reading around it if your child is reading it himself. As your children get older, I encourage you to use the opportunity to compare man's ideas with Scripture. The library also has creation-based books to help you.

To be considered for membership in our library, please read and initial each section above, complete the following form, and return this signed agreement with your completed application.

- I have thoroughly read this agreement outlining the library policies.
- I understand what my responsibilities are and willingly agree to follow the rules.
- I understand that no money is refundable to me regardless of my voluntary or involuntary reasons to discontinue membership.

Signature: _____ Date: _____

Printed Name: _____ E-mail: _____

Mailing Address: _____ Phone: _____