



ENSOR'S BOOKS

a homeschool lending library

2023-24 Membership Agreement and Library Policies

Who may join: Ensor's Books is our family's private library located in our home. Membership is available by invitation only to homeschool families within driving distance of our home. While we do not limit membership to Christian families, we do seek members who will conduct themselves honestly and respectfully toward our beliefs and our property.

Annual Dues: Our membership year runs from August to July. When you join, you are committing to the full year. Dues are non-refundable for any reason.

We offer three membership levels in order to accommodate the varying needs of our member families:

- **Five In A Row** (Includes FIAR Bins Only, 5% discount on book sales) – **\$60** (*equates to \$5/mo*)
- **Basic** (Includes all regular shelf items, 5% discount on book sales) – **\$120** (*equates to \$10/mo*)
- **Premium** (Includes FIAR Bins, all regular shelf items, 10% discount on book sales) – **\$150** (*equates to \$12.50/mo*)

Borrowing: Your first visit is limited to 10 shelf items and/or 1 FIAR bin. After these are returned in good condition, you may borrow up to 10 items per teacher or student, with a maximum of 60 items per family. FIAR members may borrow up to 3 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: The library will be open several days per month for in-person browsing by appointment. These dates will vary and will be emailed to members. You may send an email to place books on hold. Hold items will be held for one week before they are returned to the shelves for others to borrow. Five in a Row bins must be requested in advance so they can be assembled prior to your visit.

When checking out books, you will be given a list of the items you are borrowing. You can use this list to ensure that all borrowed items are accounted for when preparing to return them. Please examine the condition of each item before taking it. 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 passed from one member family to another.

Overdue Fines: Due dates should be marked on your calendar, just like any other appointment. If a situation arises that will prevent you from returning items on time, please contact me within 24 hours. I would 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 must be paid before borrowing privileges resume. Please be considerate of other families who may be waiting to borrow the items you are late returning.

Storing Items: Each family must purchase a plastic tote with a securely-fitting lid that will protect library items from weather and debris. 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 lying around the house or car, used near water or food, or taken on trips. If you borrow CDs/DVDs to use in the car, they should be stored in the case and kept off the floor. Totes are available for purchase from the library, if needed. If you prefer to provide your own, it must be clean, free of strong odors, rectangular (not rounded), and large enough to store items comfortably without crowding.

Care of Items: Many of the books in our library are hard to find, out-of-print, or may be costly to replace. 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.
- Do not use library items outside, near food or water, or in the car (except properly stored CDs/DVDs).
- 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.
- Use a flat bookmark. Do not fold pages, use a paperclip or bulky bookmark, or lay the open book face down.

Damage/Loss: When an item is damaged, even a small tear, please bring it to our attention so it can be properly repaired. For damage requiring significant repair, there will be a fee of \$3 to help cover the cost of the repair materials. In the case of a broken 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; we have the preferred supplies.

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.

Library Visits: You may park in our driveway or on the street, but please do not block mailboxes or neighbors' driveways. Please do not bring in food or drink other than water bottles. Please do not visit when you or a family member are ill.

Your children are welcome to come with you for library visits, but please keep them with you at all times. Understand that the library is in our home. Children are not to wander around the property or through the house, and they may not enter bedrooms at any time. 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. We have tried to collect books that have been recommended in various literature-based curricula and respected book lists, but we have also received many donations. Not all books meet the standards of all families, and not all books are appropriate for all age groups. If you come across a book that is objectionable, please bring it to my attention to determine if it should remain in the library or be removed. Ultimately it is each parent's responsibility to determine what is suitable for his/her children. Some books may have brief evolutionary content. If you wish to avoid this, you can either omit it as you read aloud or avoid assigning those pages if your child is reading alone. The library also has creation-based apologetics books to use as your children grow older and are ready to study the creation vs. evolution debate.

Please read and initial each section above and return this signed agreement with your completed application.

I have thoroughly read this agreement outlining the library policies. I understand my responsibilities and willingly agree to fulfill them. 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: _____