

# **JAC Toy Lending Library Procedures**

## **Where is the JAC Toy Lending Library located?**

The JAC Toy Lending Library is currently located in June Anderson Center for Women and Nontraditional Students (JAC). The JAC is inside the Center for Student Involvement and Leadership on the 3<sup>rd</sup> floor of the Student Union Building (STU 330) and is open Monday through Friday from 8:00-4:30pm. Please contact the Parenting Students Coordinator via email at [Amanda.Gjertson@mtsu.edu](mailto:Amanda.Gjertson@mtsu.edu) to schedule an appointment to visit the JAC Toy Lending Library.

## **Who can check out materials from the JAC Toy Lending Library?**

MTSU students who are currently enrolled and have dependent children can check out materials from the JAC Toy Lending Library.

## **How does it work?**

You must submit a current class schedule to the Parenting Students Coordinator. Once this is complete, your name and student email address will be added to the patron list. You may continue to check out materials during the summer if you are enrolled in the following fall semester. If you stop attending MTSU, your name will be removed from the patron list.

To check out materials, you must contact the Parenting Students Coordinator via email to schedule an appointment time. You will also be provided with a website link that will allow you to search for materials in the JAC Lending Library.

## **How many items can I check out at once?**

You can check out this many following items:

- 5 books
- 3 toys, games, or puzzles
- 1 activity or prop box

This is a total of 9 items at once.

**How long can we keep the items?**

Materials may be borrowed for up to 14 days. You may renew any item 1 time if no one else has placed a hold on the item(s). Holds can be placed by logging into your account at the JAC Toy Lending Library website.

**What if materials are returned late?**

After a 7-day grace period, you forfeit your ability to check out materials from the JAC Toy Lending Library. Once the items are returned, you may again check out materials from the JAC Toy Lending Library.

**What if we lose or break a toy?**

1. If an essential piece or part of a toy is lost, you will have a month grace period to find and return the item. If the piece is not found, you can choose to replace the item yourself with a similar item in equal condition (ex. a gently used floor puzzle to replace a gently used floor puzzle). If no replacement is available, you will be unable to check out toys for the remainder of the semester. If only a few weeks remain in the semester, you may forfeit your ability to check out items for a portion of the following semester.
2. If the toy is broken and repairable, mend the toy before returning. When returning mended toys, alert the Parenting Students Coordinator.
3. If the toy is broken and nonrepairable, you can choose to replace the item yourself with a similar item in equal condition (ex. a gently used baby doll to replace a gently used baby doll). If no replacement is available, you will be unable to check out toys for the remainder of the semester. If only a few weeks remain in the semester, you may forfeit your ability to check out items for a portion of the following semester.
4. If you lose your ability to check out toys during the semester, you may continue to check out books (provided you follow the JAC book lending procedures).

**What if we lose or damage a book?**

1. If a book is lost, you will have a 7-day grace period to find and return the book. If the book is not found, you can choose to replace the book yourself with a book in similar condition. If no replacement is available, you will be unable to check out any books for one month.

2. If book page(s) are ripped, carefully repair with clear scotch tape (tape is available in the June Anderson Center if needed). When returning the mended book, alert the Parenting Students Coordinator.
3. If a child writes or colors in a book, you can choose to replace the book yourself with a book in similar condition. If no replacement is available, you will be unable to check out any books for one month.
4. If the book is damaged beyond repair, you can choose to replace the book yourself with a book in similar condition. If no replacement is available, you will be unable to check out any books for one month.

### **How are items cleaned and sanitized?**

1. The JAC will clean and sanitize all items before they are returned for circulation.
2. Toys, puzzles, and games will be sanitized with a bleach and water solution that is mixed following the guidelines provided by the Department of Health. The bleach to water concentration is as follows:  
  
1 TBSP bleach to 1 quart water or ¼ cup bleach: 1 gallon water
3. Soft toys, puppets, dress-up clothes, and other like items will be laundered with detergent.
4. Book covers will be carefully wiped with Lysol wipes.

### **Do you accept toy donations?**

Yes, please contact the Parenting Students Coordinator via email at [Amanda.Gjertson@mtsu.edu](mailto:Amanda.Gjertson@mtsu.edu).

We are particularly looking for:

1. Children's books that promote diversity, equity, and inclusion.
2. Toys that can be used for open ended or imaginative play.
3. Toys, games, or books that support and enhance child development in all domains (social-emotional, cognitive and language, and gross and fine motor development).
4. Family friendly board games with all the pieces.
5. Puzzles in good condition and with all the pieces.

6. Children's musical instruments.

- We will not accept any toy weapons. Toys with characters or electronic toys will be accepted by discretion of the Parenting Students Coordinator.