

Planned Parenthood of the St. Louis Region and Southwest Missouri
The Sunnen Family Library
4251 Forest Park Avenue, St. Louis, MO 63108

BORROWING POLICIES

The following policies apply to ALL library members effective April 1, 2021 regardless of previous membership.

1. Memberships are for individuals only; institutional memberships are not available. The member is responsible for all resources borrowed.
2. Members are responsible for all resources borrowed from PPSLR and are required to complete and sign a membership application which ensures that the applicant will be responsible for all resources taken out of the building. In the event of loss, theft, or damage, the individual assumes financial responsibility for the replacement of those resource(s). To insure their replacement, a credit card account number must be left on file for selected resources.
3. All fees are to be paid in advance or at the time of pickup. Cash, checks, money orders, and Visa/Mastercard are accepted. Fees are as follows:
 - Membership - \$25.00 annual fee**
 - No cost memberships are available for those 25 and under, or those with a current student ID.
 - \$0** user fee per video/DVD, books, educator boxes
 - \$15.00** user fee for the Empathy Belly Pregnancy Simulator
 - \$5.00** user fee per Baby Think It Over Doll (max. \$30.00)
4. Books, DVDs, educator boxes (previously 'contraceptive kits'), and other non-mechanical materials can be checked out for 14 days. Baby Think It Over and the Empathy Belly can be checked out for 7 days. Based on which resource material is checked out, duration can be extended upon advanced coordination with Planned Parenthood. Resources should be reserved in advance by phone, email, or in person.
5. To pick up materials arrangements must be made with the Education Coordinator who can be reached at education@ppslr.org . Pickups are scheduled and appointments need to be kept; otherwise materials may be checked back in and re-shelved.
6. Members are limited to borrowing no more than six videos and/or six books at a time. Authorization from the Education Coordinator is required if a member requests to borrow more than the maximum number of resources at a time.

7. Shipping videos is available to members outside of the St. Louis area. A shipping charge of \$4.50 per resource must be paid before the resource can be shipped. Members are responsible for return postage fees and all resources must be insured for \$400.00.
8. All materials are protected under federal copyright laws. Copying of any materials will result in immediate and permanent revocation of membership.
9. Memberships are non-transferable and non-refundable.
10. Non-compliance with PPSLR borrowing policies may lead to suspension of borrowing privileges without refund of membership fee.