



BABYWEARING INTERNATIONAL of the Bay Area™

Babywearing International of the Bay Area, Inc. Carrier Library Policies and Agreement

Librarians:

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Livermore: Emily, vbe.emilyhogan@gmail.com

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San Francisco: Gena, gkolin@gmail.com

San Jose: Nicole, nikki.m.kerr@gmail.com

Sunnyvale: Serena, s.weingrod@gmail.com

Union City: Jacqueline, goldpapillon@gmail.com

Walnut Creek: Michelle, mretallack1@gmail.com

See our website (bayarea.babywearinginternational.org) for links to the library inventory and a copy of this agreement.

1. *Your Responsibility.* You assume the responsibility for safely using all carriers and for inspecting the stitching and fabric on all carriers to satisfy yourself that the carrier is sound, and you assume all risks of using a carrier. Each time you borrow a carrier, you agree to indemnify and hold harmless Babywearing International of the Bay Area, Inc., its leaders, librarians and members ("Releasees"), for any harm that may result to you or your child from the use of the carrier, including any harm resulting in the Releasees' negligence.

2. *Checkout Timing.* You may borrow one carrier at a time, from the end of one regular monthly meeting to the beginning of the next meeting in the same location. All carriers in each subchapter library are generally available for checkout at the regular monthly meetings of that subchapter, on a first-come, first-served basis. If you wish to request a between-meetings checkout (potentially available at the discretion and convenience of the applicable librarian, by appointment or by mail), or to confirm the availability of a particular carrier, please email the appropriate librarian.

If you cannot return a checked-out carrier at the next month's meeting, you are responsible for returning it to the librarian *before* that meeting, in person or by mail. You can make arrangements to return an item in person or by mail by contacting the appropriate librarian.

3. *Fees and Deposits.* For each checkout you pay (1) a library use fee of \$10 and (2) a refundable deposit in an amount equal to the full replacement cost of the carrier you are borrowing. The deposit amount for each carrier is noted in the carrier library inventory, available on our website. The fee and the deposit can be paid in any form; however, we prefer that the deposit be paid by a separate check, which will not be negotiated unless the carrier is not returned in good condition. Your deposit will be returned or refunded upon receipt of the carrier in good condition by the due date. The use fee is not refundable. (BWI-BA uses these fees to maintain, expand and/or improve the library.) **Both the fee and the deposit requirement are waived for members in good standing of Babywearing International of the Bay Area, Inc. As thanks for their support, dues-paying members may check out one carrier at a time during the entire one-year term of their membership for free!** Members are eligible to borrow from any subchapter meeting location at any time during the year, but only one carrier at a time.

Late Fee. For any carrier not returned at or before the meeting at which it is due, there is a **\$10 late fee, plus an additional \$1 per day** for each day until the carrier is returned. We recognize that unforeseen circumstances do arise and sometimes people can't make it to a meeting they planned

to attend, but a late return means a carrier that's not available for others to try or borrow, which is a serious problem for our group. Late fees are not rent, and do not entitle you to keep a carrier beyond the due date. The full replacement cost of the carrier may be charged (in addition to all accrued late fees) if it is not returned within three weeks after the due date.

Shipping Costs. If you wish to have a carrier mailed to you, when you make arrangements with a librarian for sending it you must make a deposit of \$15 for shipping and administrative charges, in addition to the regular use fee and deposit if applicable. When the carrier is returned on time (before the next following meeting date for the subchapter from which you borrowed the carrier) and in good condition, the portion of the \$15 shipping/administrative deposit (if any) that exceeds actual shipping expense, PayPal/banking fees and any other actual cost will be returned by the same method used to make the deposit.

4. *Smoke, Pets, Perfumes and Odors.* Never expose a carrier to tobacco smoke or tobacco smoke residue, do not use a carrier where people are smoking, and do not store a carrier in a place where there is tobacco smoke residue, such as in a car where someone smokes. If you use the carrier in a home with pets or around other animals (such as in a petting zoo), please take care to remove any shed fur/hair or other traces before you return it. Avoid exposing a carrier to any odors it might retain, including perfume, cologne, or similar heavily scented personal products; smoke from any source other than tobacco, such as campfires; or strong cooking or food odors such as curry or garlic. Exposure to any strong odor may require that the carrier be laundered (in scent-free detergent) and/or aired before return.

5. *Condition on Return.* Please return all carriers in such a condition that they are ready for others to try on and for the next person to check out. This means the carrier should be free of any kind of strong odor or common allergen, reasonably clean, and neatly folded. This does not mean you necessarily have to wash the carrier. Minimal washing will reduce wear and tear on our library, so please spot clean only if necessary, and do not launder the carrier if it has been exposed to nothing more than the normal urban environment and perhaps a small amount of healthy baby drool. However, if the carrier is soiled (has been through a diaper blowout or straps dropped in mud, etc.), or if you or your baby has been ill, please wash the carrier as gently as possible (see paragraphs 6 & 7). If a carrier is obviously dirty, or is wadded up and generally not in ready-for-checkout condition, you will be charged a \$3 cleaning fee, and may be charged a late fee if the carrier cannot be used at the meeting when returned. Missing parts or significant damage to a carrier may result in additional fees to compensate for replacement or repair.

6. *Cleaning.* Never use fabric softener, bleach, or detergents with perfumes when laundering a carrier. Unless otherwise instructed by a librarian or the tag on the carrier, you may launder all carriers in cold water on the gentle or delicate cycle (buckle carriers should be put inside a pillowcase), using **scent-free detergent only**, and air dry them. If you have questions about washing a carrier, contact your librarian.

7. *Harm to Carriers.* Please treat the carriers with respect. If you ruin a carrier, you are responsible for paying the actual replacement cost, at full retail, of the same or a comparable carrier, including taxes and shipping. Using fabric softener or bleach on a wrap will be considered ruin. The librarians and leaders in their sole discretion will determine whether a carrier is ruined.

8. *Termination of Privileges.* Violation of any of these policies may result in suspension and/or termination of borrowing privileges. In particular, please note that if you owe late fees or any other charges, whether or not you are a BWI member, you will not be eligible to check out any other carrier until all amounts due are paid.

Please sign acknowledgment on following page.

I have read and agree to the **Babywearing International of the Bay Area, Inc. Carrier Library Policies and Agreement**. I have received a copy of these policies for my records.

Signature of Borrower _____ Date _____
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Name of Borrower: _____

Email Address: _____

BWI-BA Member? Yes OR No; use fee and deposit required

*(If you are a BWI member, you may fill in just your name and email address above.
 Non-members please complete all contact information below.)*

Home Address: _____

Phone No: _____ Text okay OR Voice only

Additional/Other Contact Information: _____

Check-out Date	Carrier Description (note any existing flaws in condition)	Check-in Due Date	Date Returned (note any problems & applicable fees collected)	VBE Initials
	Deposit if applicable: \$ _____ via _____		___ Deposit returned	
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	Deposit if applicable: \$ _____ via _____		___ Deposit returned	
	Deposit if applicable: \$ _____ via _____		___ Deposit returned	
	Deposit if applicable: \$ _____ via _____		___ Deposit returned	
	Deposit if applicable: \$ _____ via _____		___ Deposit returned	
	Deposit if applicable: \$ _____ via _____		___ Deposit returned	
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Volunteer Notes: