



Support for Families
of Children with Disabilities

Library Details:

Support for Families' Joan Cassel Memorial Library contains about **3000 books, audio/visual materials, and toys** on various subjects of interest to families of children with special needs and the professionals who serve them.

Some subjects include:

Special Education (Rights and Regulations), **Autism, Learning Differences, Behavior, Parenting,** and many more!

Many items are available for check-out, free of charge, to families of children with disabilities and professionals.

Make a visit to check out a book today!

Library Hours:

- 9:30—4:30 pm on Monday, Wednesday, and Friday.
- 12:30- 8:30 pm on Tuesday and Thursday.



Enjoy reading at the
Joan Cassel Memorial Library.



Support for Families
of Children with Disabilities

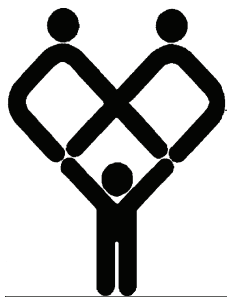
1663 Mission Street, 7th Floor
San Francisco, CA 94103
Phone: 415-282-7494
Fax: 415-282-1226
Web: www.Supportforfamilies.org
Email: ebutler@supportforfamilies.org

Joan Cassel Memorial Library
1663 Mission Street, 7th Floor
San Francisco, CA 94103
Phone: 415-920-5040
Fax: 415-920-5099

Library Check-out Policy



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Joan Cassel Memorial Library Check-out Policy

Who qualifies to borrow materials?

The library extends check-out privileges to parents of children with disabilities and professionals who serve them in the City and County of San Francisco and eligible staff members. **All borrowers must provide a valid full name, postal address (with zip code), daytime phone number, and email.**

Lending period

- 30 days on all circulating materials (books, toys, audio-visual, magazines)

Maximum items borrowed

Borrowers may check out a total of six (6) items at one time as follows:

- 3 books, audio/visual, or magazines at one time, and
- 3 toys at one time.

Renewing Materials

Patrons may **renew** the materials as long as they have not been requested by anyone else. This can be done by telephone, in person, or by emailing the librarian.

Lost or damaged materials

Borrowers are responsible for lost, stolen, or damaged materials. We will accept standard retail price or a used replacement of materials in good condition.

Overdue period

- Materials are overdue on the 31st day. Check-out privileges are suspended and the borrower will be billed for the materials.
- Suspension of check-out privileges continues indefinitely until items are returned in good condition or replaced in good condition.

Contacting Borrowers

Borrowers will receive one letter from SFCD staff regarding overdue materials. Letters will explain our check-out policy, including replacement of items and suspension of privileges.

Borrower's responsibility

The library will hold the borrower responsible for the materials. Responsibility shall include:

- immediately notifying the librarian of lost, stolen, or damaged materials
- reporting and payment/replacement for lost or damaged materials
- reporting any changes of name, address or phone
- returning all materials, when due

Failure to note due dates or failure to receive notices does not relieve the borrower of the obligation to return materials when they are due or pay for replacement costs.

Returning Materials

- Drop off items on Monday, Wednesday, and Friday from 9:30 AM—4:30 PM and on Tuesday and Thursday from 12:30 PM—8:30 PM
- You may mail the item(s) back to us at:
Support for Families
1663 Mission Street, 7th Floor,
San Francisco, CA 94103
- Phone calls regarding your account, questions about check-out policy, or any other Library related questions can be sent to:

Postal Mail:

Support for Families /JCM Library
1663 Mission Street, 7th Floor
San Francisco, CA 94103
Attention: Librarian

Phone: 415-920-5040

Fax: 415-920-5099

Email: info@supportforfamilies.org

