



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.

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

Some subjects include:

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

Make a visit and check out a book today!



Enjoy reading at the Joan Cassel Memorial Library.

Hours open: Monday, Wednesday, Friday 9:30-4:30PM and Tuesday and Thursday, 12:30-8:30PM.



Support for Families
of Children with Disabilities

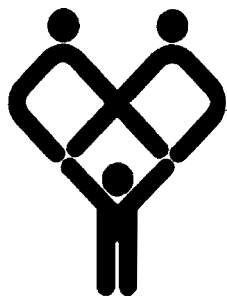
2601 Mission Street, Suite 606
San Francisco, CA 94110
Phone: 415-282-7494
Fax: 415-282-1226
Web: www.Supportforfamilies.org
Email: info@supportforfamilies.org

Joan Cassel Library
2601 Mission Street, Suite 300
San Francisco, CA 94110
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 and phone number.

Lending period

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

Maximum items borrowed: 6

- 3 items (books, audio/visual, magazines)
- 3 items (toys)

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.

Borrowers have a 30 day grace period to return items before they will be billed and check-out privileges suspended.

- Suspension of check-out privileges continues until items are returned in good condition or replaced in good condition.
- Any borrower who doesn't return materials after grace period is suspended indefinitely.

Contacting Borrowers

Borrowers will receive one courtesy letter and one final letter during the 30 day grace period 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:

- immediate notification 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

Failing to note due dates or failing to receive notices does not relieve the borrower of the obligation to return materials when they are due or pay for replacement cost.

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, 2601 Mission Street, #300, San Francisco, CA 94110
- 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

2601 Mission Street, #300

San Francisco, CA 94110

Attention: Librarian

Phone:

415-920-5040

Fax:

415-920-5099

Email:

info@supportforfamilies.org

