

## **Loans to Nebraska City Assisted Living Retirement and Care Facilities Policy**

Nebraska City care facilities that choose to send employees to select, pick up, and return materials for their residents will follow this policy.

1. Books and CDs will be checked out for two (2) weeks with two (2) renewals for a total of six (6) weeks.
2. DVDs will be checked out for one (1) week with one (1) renewal for a total of two (2) weeks.
3. It is the responsibility of the care facility to request (2<sup>nd</sup>) renewals and pay for lost, destroyed or damaged materials.
4. Lost, destroyed or damaged material fees exceeding \$20.00 will need to be paid before additional items are checked out.

Amended May 12, 2021