



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 May 1, 2014, regardless of previous membership.

1. Memberships are for individuals only; institutional memberships are not available. **The member is responsible for all resources borrowed.**
2. To obtain a membership an individual must be 18 years or older with a valid drivers license or picture ID.
3. Members are responsible for all resources borrowed from PPSLR and are required to complete and sign a membership application which insures 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.
4. 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:
 - Regular Membership - \$10.00 annual fee**
 - \$3.00 user fee per video/DVD
 - \$15.00 user fee for the Empathy Belly Pregnancy Simulator
 - \$5.00 user fee per Baby Think It Over Doll (max. \$30.00)
 - Bonus Membership - \$30.00 annual fee**
 - \$10.00 user fee for Empathy Belly Pregnancy Simulator
 - \$5.00 user fee per Baby Think It Over Doll (max. \$20.00)
5. Books, DVDs, 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.
6. Members are responsible for pick-up and return of all resources from the Education Center. Education Center hours are Monday-Friday, 9a.m.-4:30p.m. There is NO night or weekend drop off for any resource material. If you cannot make it on the due date, please call 314-531-7526 ext 100 and make other arrangements.
7. Members will be charged late fees as follows:
 - \$1.00 per book per day
 - \$3.00 per video/other resource per day
 - \$5.00 per Empathy Belly and/or Baby Think It Over Doll per day (up to \$25.00)**Member's privileges will be suspended until late fees are paid!**
8. Members are limited to borrowing no more than six videos and/or six books at a time. Authorization is required if a member requests to borrow more than the maximum number of resources at a time.
9. 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.
10. All materials are protected under federal copyright laws. Copying of any materials will result in immediate and permanent revocation of membership.
11. Memberships are non-transferable and non-refundable.
12. Non-compliance with PPSLR borrowing policies may lead to suspension of borrowing privileges without refund of membership fee.