<u>**Solano 4-H Council Curriculum Circulation Procedure- Approved by 4-H Council 1-16-13**</u>

- **Curriculum (not including the 4-H Kits) may be checked out to <u>currently enrolled</u> 4-H Leaders during regular office hours by the UCCE staff using the computer program that the 4-H Librarian will set up. Curriculum may be checked back in during regular office hours by the UCCE staff by the same method. UCCE staff will replace the curriculum on the shelves.**

- **UCCE Staff will make a rolodex card with Patron name and barcode label for each new Patron at initial Check-Out. The Librarian will periodically update Patron records (address, phone number, email, etc.) from official 4-H enrollment list provided by UCCE Staff.**

- **4-H 'Kits' may be checked out to <u>currently enrolled</u> 4-H Club or Project Leaders by UCCE staff using the computer program. 4-H 'Kits' may be returned to the UCCE Office, but are not considered checked in until the 4-H Librarian has personally checked them in and compared the parts of the kit to the parts list to verify all parts are there. UCCE staff will notify the Librarian when a kit has been returned and needs to be checked back in.   They will be set aside with a dated note indicating they are not ready to be checked out.**

- **4-H Kits may not be checked out by another leader until the 4-H Librarian has checked them back in.**

- **Curriculum items may be checked out for 30 days. The Librarian will contact a leader when an item is overdue.**

- **It is recommended that leaders call the office to confirm the library is available for viewing (i.e. – there is not a meeting in the conference room).**

- **Leaders who check out a livestock 'KIT' must sign a check out contract (standard form) stating they are financially responsible for any missing or damaged parts upon return. The Librarian will check in all KITS.**

- **PDF file of the curriculum will be placed on the 4-H website at the completion of inventory.**

- **UCCE office staff will provide a list of currently enrolled leaders to the Librarian – updated monthly.**