

## **Borrowing items from the Resource Centre at the Church House, Wakefield (Wakefield Area Office)**

### **The Small Print**

The Resource Centre at Wakefield has been specifically developed to support ministry with children and young people. The resources can be used to develop ministry and to engage with children and young people. It encompasses ideas taken from projects and experience across the diocese along with current theology. The resources within it are updated regularly and include lectionary based ideas, books and practical items such as games and items for play. For a full list of items within our centre please see the catalogue.

- The Resource Centre is open to any parish in the Diocese.
- To borrow items you need to be a registered user with a customer ID card, obtainable from Church House, Wakefield
- Books and small items can be borrowed for up to 1 month with a maximum of 20 items.
- Large items are for short term loan only.
- All bookings must be made on a booking form. These are available in the Resource Centre or by e-mail from [resource.wakefield@leeds.anglican.org](mailto:resource.wakefield@leeds.anglican.org)
- Books and small items may be renewed by telephone or email for just 1 further month unless otherwise agreed.
- The person named on the booking form is responsible for safe return of the items (correct number of pieces etc.) and in a clean, dry condition ready for use.
- Please check items before removing from Church House and report any loss or damage immediately.
- If any items are lost or damaged whilst in your care, please inform us.
- A reminder will be sent for overdue items.
- An Invoice will be sent for the cost of replacement if items are still not returned. You will not be able to borrow anything until payment is received.
- Big games and event resources must be ordered in advance and cannot be borrowed immediately.

Please note, at the present time, access to the resources is BY APPOINTMENT ONLY at specific times, which will be advertised on the Diocesan website at

[www.leeds.anglican.org/children-youth-resources-wakefield](http://www.leeds.anglican.org/children-youth-resources-wakefield)

THE CENTRE WILL NOT BE ACCESSIBLE AT OTHER TIMES.