

# DC Resource Library

## Policy and Procedures

### Purpose

Serve DC is committed to strengthening and promoting the spirit of service in the District of Columbia through partnerships, national service and volunteerism. Serve DC supports, funds, and monitors, national service programs in the District of Columbia including AmeriCorps, Senior Corps, and Learn and Serve America. As such, we have developed the DC Resource Library to provide invaluable resources in promotion of program and organizational sustainability.

### Usage of the Library

Any AmeriCorps (including VISTA), Senior Corps, or Learn and Serve America program site may check out DC Resource Library materials. In addition, staff of Serve DC may check out materials.

### Check-Out Guidelines

A program or Serve DC staff member may check out materials by completing the DC Resource Library Resource Request Form and returning it to Serve DC's Director of National Service. To access this form, please contact Jason Hanser at [jason.hanser@dc.gov](mailto:jason.hanser@dc.gov) or (202) 724-2229. Each program may check out no more than **three** materials at a time. Once the request form is returned complete, a confirmation email will be sent to the program to arrange resource(s) pick up. **The program must come to the Serve DC office to pick up the resource(s) requested.** Serve DC is located at:

One Judiciary Square  
441 4<sup>th</sup> St, NW  
Suite 1140 North  
Washington, DC 20001

Each program may borrow the material(s) for one month. For example, if the program checks out a material on March 7<sup>th</sup>, it is due to Serve DC on April 7<sup>th</sup>. **The program must return the resource(s) to the Serve DC office by the due date.** Failure to return the resource(s) by the due date will result in automatic late fee charge of \$10.00. In the event of a late fee charge, please make a check payable to **Serve DC**.

If a program requires the material(s) for more than one month, they must contact Jason Hanser at [jason.hanser@dc.gov](mailto:jason.hanser@dc.gov) to request an extension. If there is **not** a waiting list for the borrowed resource(s), the extension will be granted for an additional month. **The limit for borrowing is two (2) months.** The resource(s) must be returned by the new extension due date. Failure to return the resource(s) by the due date will result in an automatic late fee charge of \$10.00. In the event of a late fee charge, please make a check payable to **Serve DC**.