

Thank you for your interest in using the Resource Center at the New Jersey Coalition for Battered Women. Items available for borrowing include audio tapes, books, CD's, directories, DVD's, information packets, kits, manuals, periodicals, reports, surveys, trainings, videos and workbooks. These items cover a variety of domestic violence and related topics, i.e. Adolescents, Alcoholism & Substance Abuse, Animal Abuse, Children including Custody and Visitation, Community Response, Counseling, Crisis Intervention, Dating Violence, Disabled, Discrimination, Elderly, Gay & Lesbian, Harassment, Health, Homicide, Housing/Shelter, Law Enforcement, Legal Information, Men's Issues including Batterer information, Military, Multicultural, PTSD, Religion, Rural, Safety Planning, Sexual Abuse, Sociology, Stalking, Types of Partner Abuse, Violence Theories and Therapies, Welfare, Wife/Women Abuse including Conjugal Violence, Leaving and Staying, Women's Movement, and Workplace Violence.

There is no fee for borrowing our resources, however, due to frequent loss of borrowed items, an NJCBW "Borrower's Agreement" signed by a Program Director or Agency Administrator, or by an NJCBW individual member, must be in our files. The agreement verifies that you and/or your program or agency will reimburse New Jersey Coalition for Battered Women for any resources not returned by you or designated employees of your program or agency. Also enclosed is a copy of the Resource Center's Operating Procedures. Resources returned by mail must be insured (CD's, DVD's, and videos for \$300.00 each and books for \$30.00 each unless a different amount is specified).

Each borrower must provide a photocopy of a current driver's license with home and business telephone numbers listed. A signed letter requesting the item(s) to be borrowed by title is necessary when borrowing by telephone. We are sorry for the cumbersome process but our budget does not allow us to repeatedly replace lost articles.

Besides lending items, we also have available in the Resource Center, our brochures, brochures pins and posters from other domestic violence related groups, handouts covering the above mentioned topics (all free of charge) and copies of articles covering the above mentioned topics at a cost of .10 cents per page. We are happy to have you make use of the NJCBW Resource Center and welcome your interest and participation.

Sincerely,

Elaine M. Olenderski  
Resource Center Manager  
New Jersey Coalition for Battered Women  
1670 Whitehorse Hamilton Square Rd.  
Trenton, NJ 08690  
609-584-8107 – FAX 609-584-9750  
Website: [www.njcbw.org](http://www.njcbw.org)

<b>NJCBW RESOURCE CENTER OPERATING PROCEDURES</b>
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**HOURS OF OPERATION**

9:00 AM - 4:30 PM Tuesday, Wednesday and Thursday - by appointment only.

**BORROWING PROCEDURE**

A photocopy of the borrower's current driver's license with home and business telephone numbers listed, plus a letter requesting the item(s) by title is required of each borrower. Plus:

**NJCBW MEMBER PROGRAMS STAFF:**

"Borrower's Agreement" signed by current program director accepting responsibility for their staff who borrow items from the NJCBW Resource Center, must be on file in the Resource Center.

**NJCBW INDIVIDUAL MEMBERS:**

"Borrower's Agreement" signed by the member accepting responsibility for items borrowed from the NJCBW Resource Center, must be on file in the Resource Center.

**STATE COALITIONS STAFF AND OTHER AGENCIES STAFF:**

"Borrower's Agreement" signed by current Coalition/Agency head accepting responsibility for their staff who borrow items from the NJCBW Resource Center, must be on file in the Resource Center.

**INDIVIDUALS/STUDENTS:**

Individuals and students may utilize items at the Resource Center during hours of operation by appointment only. Individuals/Students may not remove items from the Resource Center.

**LOAN PERIOD AND RESPONSIBILITIES**

NJCBW Member Program Staff may each borrow a reasonable number (about four) of books or periodicals, etc. for approximately four weeks (including mail time if applicable) and a reasonable number (about two) of CD's, DVD's, or videos for approximately two weeks (including mail time if applicable).

CD's, DVD's or videos returned by mail must be insured for \$300.00 each (unless a different amount is specified) and books, periodicals, etc. returned by mail must be insured for \$30.00 each (unless a different amount is specified).

The Resource Center Manager has the right to limit the borrowing time on certain times to accommodate heavy usage.

Late notices are mailed regarding overdue items and you and or your program or agency will be billed for items not returned within one week of the mailing date of the late notice.

Photo copied material cost is 10 cents per page.

**New Jersey Coalition for Battered Women**  
**Resource Center**  
**Borrower's Agreement**

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(Program Director's or Agency Administrator's Printed Name and Title)

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(Printed Program or Agency Name)

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(Program or Agency Telephone Number)

I understand that no more than two videos, DVD's, or CD's and four books may be borrowed by any one borrower at any one time and additional items cannot be borrowed until all previously borrowed items are returned. I further understand that videos, DVD's or CD's may be borrowed for a period of two weeks and books for a period of one month, and that items we return by mail should be insured; videos, DVD's or CD's for \$300.00 each and books for \$30.00 each unless a different amount is specified. Our agency will be responsible for any unreturned items or items lost in the mail. I understand that we will be billed for the replacement cost of any item(s) not returned following the NJCBW Resource Center's mailing of a past-due notification.

I hereby accept responsibility for items borrowed by me or employees of the above named Program or Agency from the New Jersey Coalition for Battered Women's Resource Center and agree to the borrower's terms. This Agreement extends to all employees of my Program/Agency (yes or no) \_\_\_\_\_. This Agreement is extended to the following employees of my Program/Agency (list names):

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(Signature of Program Director or Agency Administrator)

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(Date)

Mail or Fax to:  
NJCBW  
1670 Whitehorse-Hamilton Square Rd.  
Trenton, NJ 08690  
609-584-8107 – FAX 609-584-9750