



DSPL9 Lending Library Registration and Borrowing Guide.

Registration

Visit our Lending Library [via this link](#) or from the Lending Library tab on the [DSPL9 website](#).

1. Visit the [DSPL9 Lending Library](#) or select the **Lending Library** tab on the [DSPL9 website](#).
2. On the Lending Library homepage, click **Register**.

A screenshot of the DSPL9 Lending Library homepage. The header includes the DSPL9 logo and the tagline 'Delivering Special Provision Locally'. Navigation links for 'Home', 'My account', and 'Log out' are visible. A search bar is present. The main content area features a 'Welcome' message and a list of instructions for borrowing, including registration requirements, loan terms, and collection/return procedures. A note at the bottom suggests emailing Gemma Hall for collection arrangements.

3. Complete the registration form in full.
4. Carefully read and accept the **Terms and Conditions**, then submit the form.

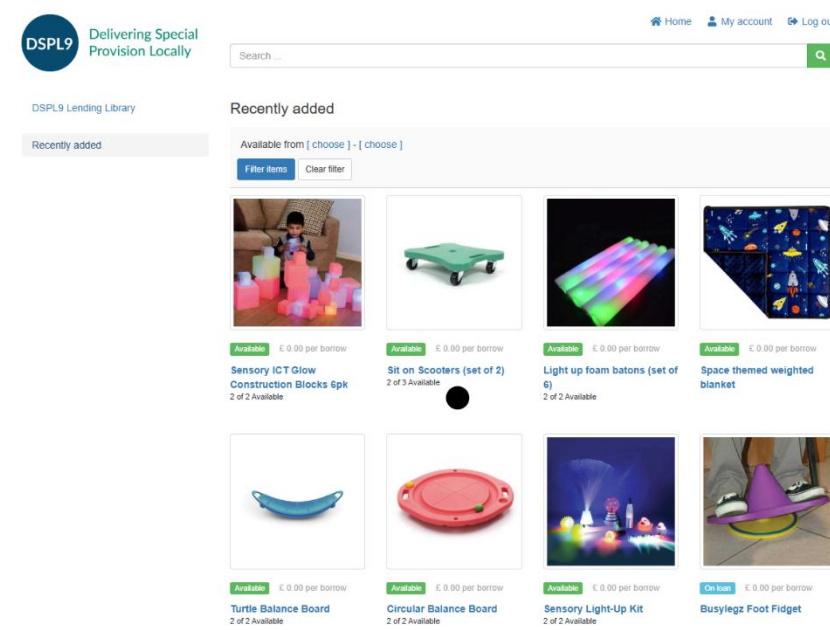
A screenshot of the registration form on the DSPL9 Lending Library website. The form is titled 'Register' and contains several input fields: 'First name', 'Last Name', 'Email address', 'Telephone', 'Your preferred language' (a dropdown menu), 'House number / street', 'City', 'County', 'Postcode', and 'Country' (a dropdown menu). There are also fields for 'Password:' and 'Repeat password:'. At the bottom, there is a checkbox for 'I agree to the Terms and Conditions' and a 'Register' button.

Borrowing Items

- Log in using your **email address** and the **password** you created during registration.
- Schools may borrow **up to three items** at any one time.
- Items can be borrowed for a **maximum period of six weeks**.

Browsing the Library

- To view available resources, click **Recently Added** on the left-hand side of the page.
- You will be able to see:
 - Items that are currently available
 - Items that are on loan



How to Borrow

- Select the resource you wish to borrow.
- Choose a collection date and return date.
 - The system will automatically prevent loans longer than six weeks.

Collection, Returns and Reservations

- **Collection:** All items must be collected from The Green Room at Bournehall Primary School on **Fridays between 9:00am and 12:00pm.**
- **Loan period:** All loans run from **Friday to Friday** however Items may be returned to the **Bournehall school office** on any school day during normal school hours.
- Items that are currently on loan can be **reserved for future dates.**
- You will receive an **email confirmation** for all reservations, clearly showing your collection and return dates.