

## Canucks Autism Network

### Policy for Service Providers accessing the CAN Provincial Resource Centre

#### **Purpose:**

This policy describes policies of the Canucks Autism Network Society (CAN) with respect to Service Providers accessing the CAN Provincial Resource Centre (PRC). This policy is intended to ensure that all parties involved understand the process and requirements for borrowing materials from the CAN PRC.

#### **Application:**

This policy is mandatory for all Service Providers who have submitted an application for a Service Provider Membership and wish to access the CAN Provincial Resource Centre.

#### **Policy:**

**The Canucks Autism Network Society (CAN) requires that all Service Providers return materials borrowed from the CAN Provincial Resource Centre (PRC) by the due date indicated, unless arrangements are made with a CAN staff member.**

**Definitions:** The CAN PRC is a collection of resources available to CAN Members, including Service Providers who have submitted an online application, payment, and required documentation.

**Instructions:** Materials borrowed must be returned by the due date indicated, using either the pre-paid envelope or the return shipping labels sent in the original shipment.

#### **Requirements/Conditions:**

- Service Providers borrowing materials from the CAN PRC must have submitted an Application for an Individual or Group membership along with required documentation and payment.
- If an organization/institution has applied for a Group Membership, all individuals within the organization who wish to borrow materials from the CAN PRC must be listed under the Group Membership.
- All individuals listed under a Group Membership must ensure that materials are returned by the due date indicated. If materials are overdue and arrangements have not been made with a CAN Staff Member, other individuals listed under the Group Membership may not borrow materials until all overdue materials are received at the CAN office.

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