



# RESOURCE CENTER GUIDE

Girl Scouts of West Central Florida  
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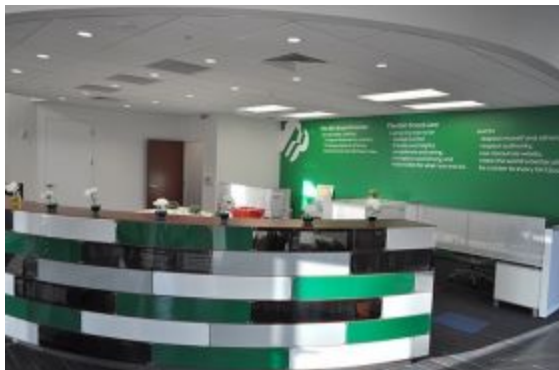
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## WELCOME TO YOUR GIRL SCOUT RESOURCE CENTER

### What IS the Girl Scout Resource Center?

The Resource Center is your Girl Scout library. Materials available for checkout by registered Girl Scouts include:

- Books
- CDs
- Book/DVD learning kits
- Board games, sports equipment
- Flags and stands
- Cookie costumes

### How Do We Use the Center?

Just like a public library! Come in to browse, do research, preview materials, or check out materials. A Troop Support Specialist is available to answer your questions and help you find materials. Our hours of service are Monday–Friday, 8:30 a.m. to 5:30 p.m.

**Saturday Pick-Ups & Returns** may be available on Saturdays while the Girl Scout Store is open.

### Is There A Charge?

Your contributions to Girl Scouts of West of Central Florida help support the Resource Center, so there is no fee for checking out books/CDs/DVD learning kits. We do require a security deposit when checking out equipment. There is a

fee for late returns in the amount of \$2.00 per day.

**For each item you check out** (excludes books/CDs/DVD sets), **a security deposit for the replacement cost of the item is required.** You may make this deposit using a personal or troop check or with a VISA, MasterCard or American Express credit card. Your check or credit card information will be held until the materials are returned. *We do not process your deposit check or credit card unless the item is lost, damaged beyond repair, or is not returned within one month of the due date.* You may replace lost or damaged items yourself or we will apply your deposit to have Girl Scouts of West Central Florida replace them for you.

**How Many Items? How Long?** You may check out up to 5 items and keep them for 2 weeks. Materials may be renewed one time, for 1 more week. Renewals may be requested by phone, by e-mail, or in person. If the items are not already on reserve, they will be renewed.

## **Reserving Materials:**

Materials may be checked out any time the Resource Center is open, but you may also **reserve** materials up to 2 weeks in advance.

The materials you reserve will be available in the Resource Center for two days beyond your pickup date; after that they will be returned to general circulation.

Call or email the Resource Center to reserve the items you need at 813-281-4475 or [TroopSupport@gswcf.org](mailto:TroopSupport@gswcf.org). You may also complete the checkout form over the phone, using your credit card information for the security deposit. Materials must be picked up during posted hours.

## **Pickup/Check Out**

If you are checking out an activity item we will be glad to go over the contents with you to make sure everything is there and to verify its condition. *We ask troops to check the contents before they return the box to be sure everything is accounted for, clean, dry, and undamaged.*

## **Returns/Check-Ins**

Materials are due back two weeks from the day of checkout. (*Check the date due ticket on your books/CD/DVD*). If you or your troop needs more time with materials, call or e-mail the Resource Center to ask if they may be renewed. If a problem arises (a family emergency, for example) and you will not be able to return your materials on time, please call or e-mail the Resource Center as another troop may be waiting and must be notified. We will always try to work with you if you let us know there is a problem returning materials.

Please return books/CD's/DVD sets to the return box located on the table in the resource center.

**When returning equipment, please allow time to check the contents with a staff member.** You will not be held responsible for items that are used up, worn out, or have minor damages, but you may be asked to help clean or repackage supplies that were returned dirty or in a careless manner. This check-in helps the Resource Center ensure that items are replaced and equipment is ready for the next troop to use. Missing items or unusual wear/damage will be handled on a case-by-case basis.

**Returns by mail:** Materials may always be returned to the Resource Center by US mail, UPS, FedEx, etc., at the borrower's expense. Please package items securely and safely; you are responsible for replacing items damaged due to improper packaging. Please address returns to:  
Girl Scouts of West Central Florida  
Resource Center  
4610 Eisenhower Blvd  
Tampa, FL 33634

## **Patch Programs**

The Resource Center maintains several patch programs which serve to help connect girls to the local community. A current list of patch programs can be found at [www.gswcf.org/patchprograms](http://www.gswcf.org/patchprograms) . Programmatic questions about these patch programs can be directed to a Troop Support Specialist. Patches may be purchased from the Girl Scout Store, free patch program patches may be picked up in the Resource Center. For current patch pricing please call the store at 800-881-4475 ext. 1793.

## Book Categories

The Resource Center has books, songbooks, DVD/Book learning sets, and CD's available to borrow. The Resource Center contains the following categories of book resources:

- Careers
  - Arts/Crafts
  - Archives
  - Culture
  - Women
  - Ceremonies
  - Sports
  - Culture
  - Outdoors
- Libros en Espanol
  - Game Books
  - Science
  - Nature/Outdoors
  - Get Real Program Books
  - Activities in a Jar
  - DVD/Book activity learning sets (Gracie, Ramona and Beezus, Nancy Drew, August Rush, Glory Road, Charlotte's Web, Happy Feet, Saving Shiloh, Winn Dixie, Dreamer)
  - Girl Scout Publications
  - CD's
  - Songbooks

## Equipment

The Resource Center has programmatic equipment available for check out. There is a deposit required for each item checked out. Please see "Is There a Charge?" on page 3 of this guide for more information. To reserve equipment or for current deposit rates, please contact the Resource Center.

The Resource Center contains the following equipment:

- Dance Dance Revolution ages 6-9
  - Dance Dance Revolution ages 9-18
  - Let's Go to Savannah Kits
  - Flag Ceremony tote
  - GPS Units
  - Compasses
  - Large Parachute
  - Small Parachute
  - Basketballs (4)
  - Kickballs (5)
  - Double Dutch Program (VHS)
  - Karaoke Machine
  - Tennis Racket
- Tennis Balls
  - Burlap Sacks
  - Music tub (hand held percussion instruments)
  - Cookie Costumes
  - Milk Carton Costume
  - Board Games
    - Bingo
    - Space Theater Planetarium
    - From Rage to Reason
    - Scene It Harry Potter
    - Scattergories
    - Monopoly
    - Cadoo
    - Fiddlesticks
    - Rubiks Cube Set
    - Resiliency Bingo for Teens
    - Anger Turnaround Game
    - Jenga
    - Lifestories
    - Scene It Squabble
    - Occaboton
    - Mystery Midnight Madness
    - Shopping Spree