



WIG LENDING LIBRARY GUIDELINES

The CANAAF Wig Lending Library is a service that allows you to sample wigs free of charge to test out different styles of wigs, different cap constructions, different hair fibres, or to test out whether you would even like wearing one. Once you have worn the wig, you can return it to CANAAF so that it can be tried by another person later on. If you stumble upon a wig in the library that you end up loving, you can keep the wig with a donation to CANAAF of \$100. This donation amount is required upfront from all WLL borrowers and will be reimbursed once the wig has been returned to CANAAF in good condition. See the CANAAF Wig Lending Library Agreement attached.

Browse through the wigs available in the library at www.canaaf.org/wll. If you find a wig you would like to try or have any questions, please **complete the form and agreement attached** and send it to us at the email or mailing address on page 5.

The wigs are loaned one at a time. The maximum loan time for one wig is **4 weeks**. An extension may be given upon request. If you do not return the wig within 4 weeks and thereby wish to keep the wig, CANAAF will accept your \$100 donation in return.

Shipping

Mailing/shipping costs to return the wig to CANAAF will be the responsibility of the wig borrower. Please use waterproof packaging or place the wig in a plastic bag. A pre-paid bubble envelope can be purchased at the post office or a box will also keep the wig safe.

Exchanges

You can request to exchange the wig you have borrowed for a different one if the first one is not right for you. The cost of shipping the wig to your location will be covered for the first two wigs. For the third or more, CANAAF will apply a fee to offset shipping costs, the amount depending on the location within Canada.

Processing Times

Please allow 1-3 business days for your Wig Lending Library request to be processed. Once the wig has been processed you will receive a confirmation email confirming the wig has been shipped to the address provided including tracking. The 4 week period of borrowing will commence on the arrival date of the unit.

Notes to consider while selecting a wig from the library:

- **Human hair** is a lot more difficult to style and manage than synthetic hair. It is also much heavier and warmer. However, it behaves like normal hair so you can style it (straight, waves, curls) as you would your bio-hair with heat tools such as a blow dryer, curling iron, or flat iron. These wigs are for people who have time and really enjoy styling their hair and want something most similar to bio-hair.
- **Synthetic hair** is much easier as it will always dry in the exact same way it was made! It is also much lighter and cooler. Synthetic hair has a shine and texture to it that appears slightly differently than human hair. Some people enjoy these differences as it lets your hair appear to be full volumed and stylish with little effort, but other people prefer a more subdued look. These wigs are for people who do not have a lot of time to style their wigs and want something reliable that they can quickly and easily pop on. These wigs cannot be exposed to any kind of heat styling (hair dryer, curling or straightening iron).
- **Cap construction** is a big consideration when trying a wig. There is a lot of information online regarding the pros and cons of different caps. In general, full caps are best for styles with bangs or layers that cover the hairline, while lace fronts are great for styles to be worn off the face. Some wigs are also designed for comfort over style, these are generally silicone-based caps, caps with silicone or velvet strips, or closed full caps with no wefts.
- The wig you will receive has been used and donated. The hair fibre and cap construction will have gone through some wear and tear. A wig you buy new will have a much nicer and smoother texture and will last you much longer than a previously worn wig.

RECEIVING A WIG FROM THE LIBRARY

1. Once you receive the wig, please wash and dry the wig. Follow the recommended washing and drying methods below in order to reduce the possible damage to the wigs. Follow the same instructions below to **wash the wig once again before returning it to CANAAF.**

DONATING OR RETURNING A WIG TO THE LIBRARY

1. **Wash, dry, and style your wig (see washing instructions below). ALL WIGS WHETHER RETURNING OR DONATING MUST BE WASHED OR THEY WILL NOT BE ACCEPTED.**

2. Place wig into large air-tight Ziploc bag.
3. Place Ziploc back into large envelope and proceed to mail the wig to CANAAF. These wigs will be received, checked, and stored as such until they are sent out to the next recipient.

*** If you are donating a wig, please email us a description of the wig including:**

1. The manufacturer /store name where you bought the wig
2. The material of the wig (human hair, synthetic)
3. The type of cap and the construction (open wefts, closed wefts, silicone, full lace, lace front, closed front)
4. The length, colour, and texture of the hair (for example: shoulder length, blonde, straight)
5. How many years you wore the wig and any notable issues with the wig quality.
6. Please include a photo of the wig being worn on a Styrofoam head

Washing Instructions

a. Synthetic Hair:

- i. Mix a solution with a small amount of baby (or very gentle) shampoo in cool water in a wash basin. Submerge the wig and swish it around, always in the direction of the hair. Do not rub the hair together, do not scrub the scalp. You can wash the inside of the cap gently.
- ii. Dump the wash bin, refill with cool water and rinse with the same gentle swishing
- iii. Mix a solution with a small amount of fabric softener (yes, fabric softener!) in cool water in a wash basin. Submerge the entire wig, let it sit for ~30 minutes.
- iv. Dump, refill with cool water, and rinse again with gentle swishing.
- v. Use your fingers to gently detangle any parts of the wig, roll up in towel to absorb water, and then place and let air dry to 100% dryness. You can place the wig to dry on a drying rack or suspended overtop of something to keep it upright (for example, a bottle of shampoo).

b. Human Hair:

- i. Mix a solution with a small amount of shampoo in cool water in a wash basin. Submerge the wig and swish it around, always in the direction of the hair. Do not rub the hair together, do not scrub the scalp. Try to keep the part where it is. You can wash the inside of the cap gently.
- ii. Dump the wash bin, refill with cool water and rinse with the same gentle swishing
- iii. Mix a solution with a small amount of conditioner in cool water in a wash basin. This time focus on submerging the ends of the hair but avoid the roots. If the

roots get too much conditioner on them, it will cause some of the hairs to untie from the cap.

- iv. Dump, refill with cool water, and rinse again with gentle swishing.
- v. Brush lightly, starting from the ends of the hair, then working your way up slowly towards the roots. (i.e don't start at the roots and work your way down) Roll up in towel to absorb water and let air dry to 90% dryness. You can place the wig to dry on a drying rack or suspended ovetop of something to keep it upright (for example, a bottle of shampoo).
- vi. At that point you can use a blow-dryer to style and smooth the mostly dry hair. You can also use a curling wand or hair straightener on low heat to create a wave or to fully straighten the wig.

WIG REQUEST FORM

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

Name of wig: _____

(See www.canaaf.org/wll)

Wig 2nd Choice: _____

(In the event your first choice is unavailable)

How did you hear about the WLL?

CANAAF Newsletters

CANAAF Website

CANAAF Facebook

CANAAF Instagram

CANAAF Twitter

Other: _____

CANAAF WIG LENDING LIBRARY AGREEMENT

Please review and sign this form and return it with the Wig Request Form to info@canaaf.org or by mail to 227 Burton Grove, King City, ON L7B 1C7. Completion of this form does not guarantee approval.

I am borrowing a wig from the Canadian Alopecia Areata Foundation (“CANAAF”) Wig Lending Library (“WLL”) and I understand that I must return the wig to CANAAF within four weeks of receipt if I have not been approved for an extension.

I agree to donating the amount of \$100 prior to receiving the hair piece. I understand that my donation will be deposited by CANAAF immediately upon receipt. If I choose to keep the hair piece, I will be issued a tax receipt for my donation. Otherwise, my donation will be reimbursed within three days of returning the hair piece to the WLL.

The required \$100.00 donation can be made to CANAAF in the following two ways:

- (1) By cheque to be mailed to the address above, or
- (2) By e-transfer to CANAAF’s Treasurer, Susan Teskey to susan@canaaf.org.

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF THIS WIG LENDING LIBRARY AGREEMENT.

Signature: _____

Date: _____

Name: _____