

Equipment Loan Policy

- Library equipment may be loaned to registered patrons, 18 years of age or older, in good standing and children with a guarantor on their card. New patrons must have completed their 8-week probationary period before they can check out equipment.
- The lending period will be no more than 7 days, depending on requests by other patrons. Extensions may be granted at staff discretion.
- Borrowers are responsible for any loss or damages to equipment. The Library Director will determine the cost to the borrower for loss or damage.
- Borrowers are asked to inform the library staff if the physical quality of the equipment is not satisfactory.
- Materials/Equipment may be reserved in advance.
- The library reserves the right to refuse to lend equipment at its discretion.
- The library reserves the right to update this lending agreement at any time.
- The overdue fine for equipment will be \$5.00 per day, up to the replacement cost of the item. A one-day grace period will be allowed before this charge is enforced.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them.

Library Card #: _____

Date: _____

Signature: _____

Print Name: _____

Email & Phone: _____

Staff Use Only: I have verified patron's phone number and address on library account. If changes were needed (yes / no), I have submitted a Change of Patron Information.

Staff Initial: _____

Adopted: 3/26/08

Updated: 9/27/23