

Lied Public Library Policy**Section: Collections, Computers and Technology****Subject: Equipment Checkout Policy****Board****Approved: 4/2010****Reviewed: 12/2010, 04/2016****Revised: 12/2012, 09/2011, 10/2013**

Equipment Check-Out Policy

Purpose:

The Lied Public Library offers a wide range of equipment to help all residents grow and learn throughout their lives. This equipment will be made available for checkout from the library.

Definitions:

Equipment: includes items approved by staff for public use.

Eligibility:

To be eligible, users must meet the guidelines listed below and not have any past abuses of this policy or any other Library policies.

Duration:

The maximum duration the equipment may be checked out is two (2) days. Sundays will not be counted as a checkout day.

Fees:

There is no cost to use any equipment. However, a late charge of \$20.00 per day will be charged per item if they are returned late. Users are responsible for the equipment they have checked out and will be responsible for damage, loss, or theft of any equipment.

Guidelines:

- Individuals must sign out the equipment using the sign out slip at the front desk.
 - Individuals must be eighteen (18) years or older
 - Individuals must have a Lied Public Library Card in good standing; this requirement is waived for other libraries, if equipment is checked out on their account.
 - Account must be active for at least 30 days
 - Individuals must have a valid photo ID of which a copy will be made
- Request for equipment cannot be filed more than 30 days before date/time needed.
- The individual checking out the equipment is responsible for the equipment they have checked out.
- No renewals or extensions are allowed. A late fee of **\$20.00 per day** will be charged per item if they are returned late.
- Equipment must be returned in the condition it was checked out as judged by staff.
- The Lied Public Library and City of Clarinda is not responsible for any injury or damage caused by the use of any equipment.
 - Proper safety measures should be used
- Those using the equipment should comply with all copyrights, rights, and other information regarding the use, display, and public viewing of equipment and materials.
- The equipment may only be checked out if not in use or scheduled to be in use by Library staff, as the library's activities take precedence over all other requests.
- All equipment must be checked out and returned to staff at the front desk. Items cannot be returned in the book drop.

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Section One Completed by Library Staff

Date: _____

Borrower's Name: _____

Barcode #: _____

Phone Number of Borrower: _____

Over 18? ____ Card Holder 30+days? ____ Copy of ID Made? ____

Checkout date and time: _____

Reason for use: _____

Equipment Checked Out: (List each piece of equipment and the barcode number of each item) **(Replacement Cost)**

1. _____

2. _____

3. _____

4. _____

Total Replacement Cost: _____

Section Two

I have read and I agree to use the equipment in a manner and way consistent with the policies set forth in the Equipment Checkout Policy and all other Library policies. I also understand that equipment must be used in a responsible manner and every precaution must be taken to prevent damage to the equipment. I accept full responsibility for the equipment I am borrowing. In the event of loss or damage of the equipment, I will report the circumstances of the loss or damage to the Lied Public Library and cover the cost to repair or replace the equipment. I also agree to return the equipment promptly.

Signature of Borrower: _____

Date Equipment is Due Back: _____

(\$20.00 per day late fee for each item returned late)

Section Three

Check InAll items returned in satisfactory condition:
(If not, note any problems)

YES

NO

Date Returned: _____

Staff Name: _____