

Lied Public Library Policy**Section: Collections, Computers and Technology****Subject: Equipment Checkout Policy****Board****Approved: 4/2010****Reviewed: 04/2016****Revised: 12/2019**

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 7 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 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 be eighteen (18) years or older
- Individuals must have a Lied Public Library Card in good standing; this requirement may be waived, per Director's approval, for other libraries or organizations
- Account must be active for at least 30 days
- 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 item** will be charged if 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.