

EQUIPMENT LOAN POLICY

Issue Date: 1/1/94

Revised: 3/09/09

Materials of an information and recreational nature are being produced in a number of formats requiring special equipment for use. The Library recognizes that the unavailability of appropriate equipment for loan diminishes the usefulness of these materials for many Library users.

Circulating equipment, such as the closed caption decoder, may be checked out for two days, excluding Sundays and holidays, and may be reserved in advance. A \$20.00 refundable deposit will be required at check out. A schedule is available in the Childrens and Programming (CAPS) office.

In-house use equipment, such as the Netbook computers may be checked out for 1.5 hours. The Netbook cannot be reserved in advanced. No deposit is required, but you must be 18 years or older to check a Netbook out. In addition, you will be required to leave your drivers license or other photo identification at the reference desk during the duration of the loan period. If the Netbook is returned damaged you will be charged \$340.00 for the replacement cost.

Equipment is loaned at no charge to a borrower presenting a valid Library card. The borrower must be able to demonstrate proper use of the equipment and be 14 years of age or older, except in the case of borrowing a Netbook computer which as stated above may only be checked out to persons 18 years or older.

Equipment may be renewed once if not on reserve (except for Netbooks).

The practice of returning equipment late deprives other Library borrowers of its use. There will be a \$10.00 per hour overdue charge for Netbook computers returned late. Other equipment will be charged \$25.00 per day for late returns.

The borrower assumes full responsibility for all damages to or loss of any Library equipment in his/her possession. Each borrower will sign an agreement pledging to make full restitution for loss of or damage to equipment and to pay all overdue fines.