

<b>Policy</b>	Lake of Bays Township Public Library Board		
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Title: <b>Equipment Borrowing Policy</b>		Date reviewed:	

## **EQUIPMENT BORROWING POLICY**

### **Introduction:**

The objective of this policy is to provide staff with a clear description and guidance of the procedure for lending Lake of Bays Township Library Equipment

### **Rules for Lending**

1. The Equipment is available to anyone who holds a valid Lake of Bays Township Public Library card.
2. A parent or guardian must sign for members under the age of 16.
3. The Library Staff will provide the borrower with instructions on proper use of the equipment
4. The borrower is responsible for repairs due to damage caused during the borrowing period.
5. The library is responsible for all maintenance.
6. The equipment is inspected upon return by staff to ensure it is in good working condition
7. The library will notify the borrower of the cost of replacement for the loaned item and/or accessories should damage or replacement be needed.
9. All borrowers must sign a Lending Agreement

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## Lake of Bays Township Public Library Borrowing Agreement

Name

Date Out

Phone

Due Back

Membership #

ITEM BORROWED

I Agree this Item is in Good Working Order (Please Check Item & Replacement Cost(s) **INITIAL HERE**

I AGREE TO ACCEPT FINANCIAL RESPONSIBILITY FOR LOSS, THEFT, LATE RETURNS, OR PHYSICAL DAMAGES.

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AUTHORIZED  
SIGNATURE OF BORROWER

Please print name:

### Rental Fees

Projector  
\$50.00 per day  
\$300.00 deposit  
\$50.00 per day (late returns)



### Replacement Costs

E-Reader & Accessories  
150.00



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**By-Law-17 Amendments to the Equipment Borrowing Policy**

1. The Board is to review the Equipment Borrowing Policy from time to time.
2. Amendments to these By-laws may be initiated by a member with the delivery of notice in writing to the Board which will then be brought forward to the next meeting. Amendments will require a two-thirds majority vote to carry.

Approved: Sept 26th 2015

Reviewed:

Signature of the Chairperson