

# Equipment Lending Policy

## Purpose:

The purpose of this equipment lending policy is to ensure that the patron borrowing equipment, from the Town of Cochrane through one of its partners, in this case the Cochrane Public Library, is fully aware of the responsibility and financial risk they are entering into should the equipment be damaged, lost, or stolen, while in their care as they are agreeing to pay the replacement cost. Parents/Guardians are required to sign the Equipment Lending Agreement if allowing a child in their care, who is under 18 years of age, to borrow equipment.

## Procedure:

1) **Agreement:** Equipment can be checked out by a Cochrane Public Library card holder who is 18 years of age or older, or with their Parent/Guardian's signature of consent and responsibility, and who is in good standing with no outstanding fines, fees, or overdue library material. The patron must present current proof of address (i.e., a valid driver's license or current utility bill) and sign the Equipment Lending Agreement at the time the equipment is borrowed. One equipment "set" may be borrowed at a time by an individual patron card.

2) **Check-Out:** Equipment will be checked out for a maximum of 7 days (1 week). Patron's will be contacted when their order is ready to pick up and required to pick up ½ hour before closing that day, or their loan request will be moved to the bottom of the order sequence.

3) **Returning:** All equipment must be handed directly to library staff when returned so it can be checked by library staff for inventory/damage purposes. **DO NOT** leave equipment unattended at the circulation desk or outside the facility. Any unattended returned equipment poses unnecessary risk to the equipment and a \$20.00 fine will be charged to that patron.

3) **Renewals/Holds:** Due to high demand, there will be no renewals on this equipment to allow the opportunity for more patrons to loan them out. Patrons can request to borrow the equipment again after a one week borrowing cycle.

4) **Overdue Fines:** Each piece of equipment checked out has a \$5.00 per day fine limit, with a maximum late fee limit per item of \$25.00. **See detailed explanation on reverse side.**

5) **Lost/Damaged:** If equipment is not returned, 7 days past the due date, it will be considered lost and the patron will be charged the full replacement value for the equipment as per the signed Equipment Lending Agreement. **See details on reverse side.**

Likewise, if equipment is returned damaged, the patron will be charged the full replacement value for that piece of equipment, as per the signed Equipment Lending Agreement. The full replacement cost will be charged for that exact piece of equipment if it is unable to be replaced.

6) **Sub-Loaning:** The equipment shall not be loaned to anyone else besides the borrower who signed the Equipment Lending Agreement.

7) **Equipment Care:** Please treat the equipment with care. All equipment is etched with a number/letter corresponding to our inventory list. Failure to return all pieces of equipment in good condition will incur in a replacement charge.

# Equipment Lending Agreement

By way of my signature below, I, \_\_\_\_\_, take full responsibility for the equipment that I am checking out. (Print name)

- I agree to pay any fines or replacement costs, per schedules listed below, should the equipment be lost, stolen, or damaged while in my care. Damage to be determined by the library CEO or designate.
- I agree to indemnify the Town of Cochrane from any liability whatsoever and understand that the inherent risks associated with using this equipment.
- I confirm that the equipment is in good condition at the time of check-out. I agree to and will adhere to the Equipment Lending Policy on the reverse side of this form.
- I understand that a **\$5.00 per item, per day, overdue fine** will be charged if the equipment is returned after the due date. **Maximum fine of \$25.00 per item.** (Ex. of maximum overdue fine: Skis @ \$25.00 + Boots @ \$25.00 + Poles @ \$25.00 = **total maximum overdue fine \$75.00.**)
- I understand that accrued fines will not be waived by library staff for any reason. If the equipment is more than 7 days (1 week) overdue, it will be considered lost and I understand that I will be responsible for the full replacement cost up to \$550 for the equipment.
- I understand that the equipment must be returned directly to a library staff member during regular library hours. If the equipment is returned and left unattended, I understand that I will be charged a \$20.00 fine for unnecessary risk to the equipment.
- I understand that if I plan to access the Cochrane Cross-Country Ski/Snowshoe Club trails, posted rules must be followed and fees/membership paid where applicable.
- I understand that this is a FREE rental, however, a donation towards the upkeep of the equipment is welcome.

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Check-out Date

## FOR STAFF USE

### CHECKED-OUT:

Staff member's name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Equipment Type Borrowed, Equipment Number & Replacement Cost:

- |  |  |
|--|--|
| _____ Snowshoe Kit (2 Snowshoes, 2 poles, 1 bag) (\$200) | _____ Skate Skis (\$260)                     |
| _____ X Country Skis (\$175-\$250)                       | _____ Skate Ski Boots (\$180)                |
| _____ Ski Boots (\$135-240)                              | _____ Equipment is functional & No damage    |
| _____ Ski Poles (\$55)                                   | _____ Patron contact info. confirmed in JASI |

**Give Copy of this Policy & Agreement to patron**

### UPON CHECK-IN:

Staff member's name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

- |  |   |
|--|---|
| _____ Equipment returned directly to staff                                       | _____ Equipment is functional & No damage |
| _____ Late Fines \$ _____ Recorded in <b>JASI</b> OR <b>PAID</b> (circle one)    |   |
| _____ Book-drop fine \$20.00 Recorded in <b>JASI</b> OR <b>PAID</b> (circle one) |   |
| _____ Equipment Replacement Cost (Mark as lost to bill user)                     |   |

Note Any Damage: \_\_\_\_\_