

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. By signing this agreement, the borrower is agreeing to pay the replacement cost for the damaged equipment. 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.

NOTE: One equipment "set" per patron card may be borrowed.

2) **Check-Out:** Equipment is checked out for a maximum of 7 days (1 week). Due to the high demand of the seasonal equipment, you will have 24 hours when contacted to pick up your order, or your order will be returned, and a new request will be submitted to start the process over.

3) **Returning:** All equipment must be returned to the library and library staff made aware of the return so it can be assessed for damage and checked back in for inventory purposes. **DO NOT** leave equipment unattended at the circulation desk or outside the library facility. Any unattended returned equipment poses unnecessary risk to the equipment and a \$20.00 fine will be charged to that patron's account.

3) **Renewals:** 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 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 the damaged piece of equipment, as per the signed Equipment Lending Agreement.

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 identification corresponding to our inventory list. Failure to return all pieces of equipment in good condition will incur in replacement charges.

