

## **TWINSBURG PUBLIC LIBRARY EQUIPMENT LOAN POLICY**

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The Twinsburg Public Library has at its disposal various types of equipment that may be utilized by persons on or off the library's buildings and grounds.

A person ('the borrower') wishing to utilize designated equipment must make arrangements with the Library Director or his/her designee and agrees to abide by this policy as well as other library policies and procedures pertaining to the use of library equipment and property. Failure to do so will result in forfeiture of future borrowing privileges.

### **AVAILABILITY:**

- Library equipment is made available to borrowers on a first-come-first-serve basis. The Library does not guarantee the availability of any piece of library equipment.
- Library equipment may be used or reserved for library staff members and/or library programs without prior notice. Library related use of equipment takes precedence over all other uses.
- The Twinsburg Public Library reserves the right to limit the use of equipment to a certain time-period or for a specified length of time.
- The Library reserves the right to limit lending of any equipment to any person at any time for any reason.

### **CHECKOUT AND RETURN:**

- A borrower wishing to utilize library equipment must present a library card and an Ohio Driver's License or Ohio State ID card in order to check-out the equipment. Proof of current address may be required upon checkout.
- The loan period of equipment varies depending on the equipment and needs of the library. The loan period will be specified upon checkout of the equipment.
- Equipment must be picked up and returned during the library's normal hours of operation unless other arrangements have been made with the Library Director or his/her designee.
- The equipment must be used within the Twinsburg Public Library unless arrangements have been made with the Library Director or his/her designee.
- The borrower is responsible for checking the equipment carefully and thoroughly, as the borrower is responsible for any damages found to the equipment. The Twinsburg Public Library will not assume responsibility where the borrower has overlooked damages.
- Equipment must be returned to a library staff member. Equipment returned using a book-drop or other method may be subject to a \$50 fee and will also be subject to any fees resulting from the loss, damage, or theft of the equipment before it is recovered by a Library staff member.

### **RESPONSIBILITIES DURING USE:**

- The borrower is responsible for notifying the Twinsburg Public Library of any equipment malfunctioning or related operational problems during the loan period of the equipment.
- The Twinsburg Public Library is not responsible for any loss of information, property, profit, or a loss of any kind resulting from the use, loss, damage, or theft of library equipment.
- The borrower agrees not to utilize library equipment for any purposes that may be considered illegal or against library Policy.

### **LOSS, DAMAGE, THEFT OR FAILURE TO RETURN:**

- The borrower is responsible for loss, theft or damage from any cause whatsoever while in possession of the equipment. The cost of repairs or replacement of the equipment is the sole responsibility of the borrower. The decision to repair or replace shall be determined and arranged for at the discretion of the Twinsburg Public Library.
- Fees for repair or replacement of library equipment are not limited to the cost of the physical device itself and may include any accessories, software, or value of information contained on the device.
- The borrower agrees to notify the Twinsburg Public Library immediately upon any loss, damage, or theft of library equipment during the loan period.
- The discretion to suspend any fees resulting from the loss, damage, or theft of library equipment lies solely with the Library Director.

### **RECOVERY OF PROPERTY OR FEES:**

- Recovery of equipment or fees resulting from the use, loss, damage, theft, or failure to return equipment will include notice by telephone, letter, electronic correspondence, legal action, and/or by referral to a collection agency. Any costs incurred as a result of such actions will also become the responsibility of the borrower.
- The loss, damage, theft or failure to return equipment borrowed by employees of the Twinsburg Public Library for personal use, may result in disciplinary action up to and including termination.
- The library privileges of patrons with outstanding balances resulting from use, loss, damage, theft, or failure to return equipment will be suspended until the equipment has been returned or payment for fees has been made in full.

**Approved by the Twinsburg Public Library Board of Trustees on April 20, 2011**

## TWINSBURG PUBLIC LIBRARY EQUIPMENT LOAN APPLICATION

**Please print clearly...**

Name of Borrower: \_\_\_\_\_

Library Card Number: \_\_\_\_\_ Driver's License/ID Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(P.O. Boxes cannot be accepted for applications)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The undersigned has read, agrees to and is responsible to abide by the Twinsburg Public Library Equipment Loan Policy and all other policies and procedures relating to the loan and use of library equipment. The undersigned agrees that he/she is responsible for all borrowed equipment and will pay any and all fees relating to the use, lost, damage, theft, or failure to return borrowed equipment.

The undersigned agrees that the terms and conditions of this policy and application apply to any and all checkouts or loans of library equipment from the date of this application. A separate application does not need to be submitted for each loan of library equipment unless requested by the library or unless borrowing privileges are suspended. The undersigned understands that the library reserves the right to update this policy, application, any other related policies and may add new policies at any time. The undersigned may be required to provide a new application upon the introduction of said changes, updates, and/or additions. The undersign agrees that the terms of this agreement and policy are in effect until such time as a new application is submitted and accepted and these terms are not invalidated upon the introduction of changes, updates, and/or additions to this agreement, policy, or other related policies.

Failure to adhere to these policies and procedures may result in forfeiture of future use.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This original will be kept on file and a free copy will be provided to the person signing upon request.* Library equipment will not be released until this form is completed and signed.

### Staff Use Only

**Received by:** \_\_\_\_\_      **Address Verified:** \_\_\_\_\_      **ID Verified:** \_\_\_\_\_      **Card Verified:** \_\_\_\_\_