

Policies

LOANING – EQUIPMENT & TECHNOLOGY ITEMS

Approved: 10/21/2020, 03/19/2025

Review Date: 2030

Supersedes the following Policies:

- A-V Equipment
- Birding Kit
- Fishing Equipment
- Mobile WIFI Hotspot
- Telescope

Items designated as Equipment and Technology circulating items may be checked out to any T.B. Scott Free Library cardholder 18 years of age or older whose card is in good standing. Patrons must present a valid library card at the time of checkout. Circulation periods will be determined by the cost of the item and the purpose for which the item is being used. The item can be renewed up to three times, and late fees accrue at \$1.00 per day. In instances where the replacement cost of the item exceeds \$100, carries additional liability, or requires special handling, i.e. fishing poles, etc., patrons will be asked to sign a User Agreement & Waiver, which will be kept on file for one year. Equipment and Technology items must be returned to the circulation desk of T.B. Scott Free Library unless otherwise indicated in the User Agreement & Waiver. Items should never be put in the book drops or left outside the library.

Damage/Replacement Cost

The patron assumes responsibility for the item. If the item is not returned or is returned in a damaged condition, the patron will be charged a replacement fee as specified in the catalog record and/or User Agreement & Waiver, if applicable. In instances where there are multiple items in a kit, patrons will be charged a replacement fee for the specific items if it is possible to replace individually.

Care of Equipment

Before returning the items, patrons will be made responsible for the proper cleaning as specified in the User Agreement & Waiver, if applicable, as it pertains to that specific item.

Liability

The patron borrowing the Equipment and Technology item assumes responsibility for using the item safely. The T.B. Scott Free Library cannot be held responsible for injury or death related to the use of the Equipment and Technology item. The T.B. Scott Free Library will also not be held responsible for damage to property through use of the item.

User Agreement & Waiver

Following is the language that will be used for the purpose of the User Agreement & Waiver

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USER AGREEMENT & WAIVER:

Patron name: _____ Patron Barcode number: _____

- I assume full responsibility for the safe use and care of (Name of the item to be inserted here) while it is checked out to me with the above referenced library card and hold harmless the T.B. Scott Free Library.
- I have read, understand, and agree to the terms and conditions of T.B. Scott Free Library's (Name of the item to be inserted here) Checkout Agreement & Waiver.
- I understand that if the equipment that comes with it is returned late, is damaged, or lost, fees may apply according to library policy.

Patron Signature _____ **Date** _____

A signed acknowledgement of receiving the policy
and user agreement will be kept on file.