

Category: Operational OP-17
Policy Name: **Equipment Borrowing Policy**
Date Approved: Sept 26, 2015

Introduction:

The objective of this policy is to provide staff with a clear description of and guidance on 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. Library programs, meetings and events have first priority for use of equipment. After which, other bookings are considered on a first come, first served basis.
3. A parent or guardian must sign for members under the age of 16.
4. The library staff will provide the borrower with instructions on proper use of the equipment
5. The borrower is responsible for paying for repairs due to damage caused during the borrowing period.
6. The library is responsible for all maintenance.
7. The equipment is inspected upon return by staff to ensure it is in good working condition.
8. The library will notify the borrower of the cost of replacement for the loaned item and /or accessories should damage occur.
9. All borrowers must sign a Lending Agreement (attached)

Items available to borrow and associated fees:

Item	Cost per day	Cost per day-not-for-profit	Replacement Cost
Projector	\$40.00	\$25.00	\$500.00
iPads	In library use only-free		\$500.00
Laptop	In library use only-free		\$800
Hand held GSP units (2)	Free		\$200 each
Video/Photo Converter	Free		\$200 each

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	Sept 26, 2015
Last Review/Revision	February 24, 2020
Year of Next Review	2024



Lake of Bays
Township
Public Library

Borrowing Agreement

Name of Borrower: _____

Date out: _____

Date due back: _____

Phone and email: _____

Items Borrowed: _____

Staff have given instructions on use? Yes No

Item(s) in good working order and I am aware of the replacement cost(s)

Please initial _____

Item	Cost per day	Cost per day- not-for-profit	Replacement Cost
Projector	\$40.00	\$25.00	\$500.00
iPads	In library use only-free		\$500.00
Laptop	In library use only-free		\$800
Hand held GSP units (2)	Free		\$200 each
Video/Photo Converter	Free		\$200 each

I agree to accept financial responsibility for loss, theft, or damage to the item(s) I borrow from the Lake of Bays Township Public Library.

Signature of Borrower or guardian if borrower is under 16.

_____ Initial of staff when item(s) tested upon return that all are in working order.