

Chambers County Library System - Equipment and Furniture Loans

1. Certain equipment may be borrowed by individuals and groups/organizations/businesses, or county departments as a regular loan item. The person checking out the equipment is responsible for its return and use. The person borrowing the equipment is personally liable. A second contact person must be listed below.
2. Anyone wishing to borrow equipment (whether furniture or a machine) must have a valid borrower's card, and the person must be over 18 years of age. The patron must be in good standing with fines not exceeding \$5. The patron signature card accepting the library system rules and regulations should be signed.
3. **Large equipment loans are for 24-hour periods.** If the library is closed at the end of the 24-hour loan period, the equipment is due in the first hour of library operations following the due period listed below. Any exceptions to the 24-hour loan period may be made only by the Branch Head or County Librarian. No other staff member, even those in charge of the library at the time, may make exceptions to this rule. **Small equipment loans are for 7 days, with 1 renewal.**
4. Reservations for equipment may be made at any time prior to the actual loan. If there is a need for an extended loan, it is strongly suggested that the reservation be made sufficiently in advance to procure permission from the Branch Head or County Librarian. If the equipment is available for loan, it is available without previously reserving it.
5. Staff who charge equipment to a patron should verify with the patron that the equipment is ready for use. This includes bulbs, manuals, cords, covers, and any other pertinent accessories. When the equipment is checked in, the patron and staff member should again check to verify that all equipment is operational, and accessories are returned. It is imperative that all items be verified.
6. Patrons who borrow equipment shall be personally liable for intentional damage or theft. When it is determined that malicious damage has occurred, a criminal mischief charge will be filed with the County Sheriff's Department. If a patron has not returned a piece of large equipment by the due hour, a charge of \$1.00 per hour per piece of (large) equipment will be assessed, and a phone call to the patron will be placed. The County Librarian will place a second call within 24 hours. If the equipment is not then returned, theft charges will be filed with the Sheriff's Department. Small equipment extended use charges will accrue at the rate of 25 cents per day, with no upper limit.

Signing this paper indicates reading and acceptance of these policies.

Name _____ Library card number _____

Organization (if applicable) _____

Second contact _____ Contact phone _____

Date _____ Time checked out _____ a.m. p.m.

Library Advisory Board, 2002
Amended, Aug. 11, 2015
Amended, Nov. 10, 2015