

## Snowshoe Kit Lending Policy

1. The Library's Snowshoe Kit can be checked out by an established Bethlehem Public Library card holder who is 18 years of age or older AND in good standing (no outstanding fines, fees, or overdue items). The patron must present current proof of address (i.e., a driver's license or current utility bill) and sign a new Lending Policy and Agreement each time the kit is borrowed. The Library will make and keep a copy of the patron's proof of address along with the signed Snowshoe Kit Lending Agreement.
2. The kit may not be assigned or sublet to any other person. The kit is the responsibility of the person who signs the Snowshoe Kit Lending Agreement.
3. The Kit can be checked out for a maximum of one week with no renewal and must be given directly to library staff when returned. DO NOT leave the Kit outside of the library or leave it unattended at the library's circulation desk. If the Kit is left unattended outside of the library, the patron will be charged a \$25 fee for unnecessary risk to the Snowshoes.
4. The Kit cannot be renewed. If there isn't a waiting list for the Kit upon return, the returning patron may re-check out the Kit (with new agreement signed) after staff have conducted the full check-in process.
5. The Snowshoe Kit includes Two (2) adult-sized Tubbs Snowshoes, with poles and carrying bags; in duffle bag: Two (2) child-sized Tubbs Snowshoes; Two (2) adult-sized headlamps; Two (2) child-sized headlamps; Nine (9) laminated pages of trails and information; *Basic Illustrated Snowshoeing* book. The kit is valued at \$475. There is no cost to borrow the Kit. However, if the Kit is not returned in the same condition, a fee will be determined by the Library based on the cost of repair or replacement. Any missing items will result in charges to the patron.
6. Children must have adult supervision while using the Snowshoes.
7. Please treat the Snowshoes with care. Do not attempt to clean the Snowshoes with any chemicals or liquid. Do not attempt to repair the Snowshoes; notify Library staff of any deficiencies upon return. Make sure to turn *off* the headlamps when not in use.
8. The Snowshoes may be reserved by calling the library at 869-2409; emailing the library at [lclerkin@bethlehemlibrary.org](mailto:lclerkin@bethlehemlibrary.org); or going into the library catalog via our website: [www.bethlehemlibrary.org](http://www.bethlehemlibrary.org).

Adopted: March 18, 2019

## Snowshoe Kit Lending Agreement

I, \_\_\_\_\_, have read the complete Bethlehem Public Library Snowshoe Kit Lending Policy and take full responsibility for the Snowshoes I am checking out. I agree to return the Snowshoe Kit in at least as good and clean order and condition as when received.

I understand that snowshoeing involves inherent and other risks of injury and death, and that by signing this Agreement, I am waiving any and all claims for myself and for anyone who I allow to use the Kit. I relinquish any and all claims against the Bethlehem Public Library, its Trustees and employees, and the Town of Bethlehem, its officers, agents, and employees, for any and all personal and property damage that may arise from using this Kit.

I agree that the Snowshoes are in working order at the time I am checking them out.  
User Initials \_\_\_\_\_

\_\_\_\_\_  
*Signature of Patron & Library Card Number*

\_\_\_\_\_  
*Checkout Date*

### **STAFF USE ONLY**

#### ***Checkout***

Staff member name: \_\_\_\_\_ Date/Time \_\_\_\_\_

- Snowshoes are functional with no damage
- All items listed in Snowshoe Lending Policy item 5 are accounted for.
- Copy of patron's license attached to agreement
- Patron contact info confirmed
- Copy of this completed agreement given to patron

#### ***Check In***

Staff member name: \_\_\_\_\_ Date/Time \_\_\_\_\_

- Snowshoes are functional with no damage
- All items listed in Snowshoe Lending Policy item 5 are accounted for.
- Snowshoes returned directly to library staff member

\$ \_\_\_\_\_ \$25 unnecessary risk fee recorded in Atrium or paid (circle)

*Damage noted:*