

Ventress Memorial Library Equipment Loan Agreement

Borrower Name (Please print): _____

Current Address: _____

Mailing Address (if different): _____

Email Address: _____

Phone #: _____

Library Card #: _____

Staff initials: _____

Item Barcode #: _____ Item Name: _____

Due Date: _____

Rules of Use:

- Equipment is available for a maximum loan period of up to 14 calendar days for checkout by OCLN cardholders 18 years of age or older who are current library cardholders in good standing.
- Equipment does not automatically renew, but may be renewed by staff as long as there are still other copies of the same equipment available. Borrowers must still bring the equipment and all accessories into the library on the due date in order to renew.
- Each household may borrow only one copy of the same device and its accessories at a time, and may have a maximum of 2 different devices checked out at a time.
- Electronic devices will be remotely disabled if they are not returned by the due date.
- Overdue fees will be charged for Equipment not returned by their due date in the amount of \$5 per day.
 - There is no grace period. A fee of \$25, in addition to any other accumulated fees/fines, will be charged if the equipment is returned in the book drop or anywhere except directly to library staff at the Circulation Desk.
- You will be held responsible for all applicable replacement costs and processing fees for the Equipment and/or accessories if lost, stolen or damaged while checked out to you. The library will not accept replacement Equipment, or accessories purchased by the customer.

I understand that I am fully responsible for this borrowed Equipment and any accompanying accessories, and for its safe and timely return to staff at the library Circulation Desk. I understand that I am responsible for all applicable charges if the Equipment is damaged, lost or stolen, or if accessories are missing or damaged, or late fees or other fines are incurred. I have read, understand, and agree to the Rules of Use listed in this agreement and the Equipment Loan Policy.

I agree to return the Equipment by the due date noted.

I understand that I remain liable for any damages caused to this Equipment and/or its accessories, even after initial check-in, until such time as a thorough inspection can be performed by authorized staff.

Borrower Signature: _____ Date: _____

For Return Process

Return Date: _____ Late Fines: _____

Before Check-In please verify all accessories are accounted for: _____ (Staff initials)