



## Miscellaneous Library Equipment / Property Use Policy

The James Kennedy Public Library owns several items that are not in constant use at the library. Examples are electric coffee urns, insulated beverage jugs, tables, stacking chairs, etc. In order to make the best use of these items, it has been decided that they may be loaned out for special events to other organizations in the community. The following rules will apply.

### Priority Use:

1. Priority is given to use of the equipment for library programs. Items will not be available if needed for library activities. The library makes no guarantee that an item will be available when an organization wishes to borrow it.
2. Groups may check out equipment for use at the library or at an outside event. All groups wishing to use the equipment will be expected to follow the guidelines listed below. For those wishing to use the equipment at the library, a deposit will not be charged and the equipment must be returned to the circulation desk at least 30 minutes before closing time.

### Guidelines for borrowing the equipment are as follows:

1. Each item will be clearly marked as property of the James Kennedy Public Library.
2. Each item will have a barcode and catalog record assigned to it.
3. Items will be checked out using the library system so the person borrowing them must have a library card in good standing.
4. Items will be checked out only to individuals representing organizations. They are not intended for individual use. Organizations wishing to borrow an item will need to fill out a form taking responsibility for return of the item in good condition.
5. Items may be reserved ahead of time, and it must be picked up and returned during the library's normal hours of operation.
6. There is no charge to borrow items; however, items that are valued at more than \$50.00 will require a \$10.00 deposit. The deposit may be cash or a personal check bearing a local address, no two-party checks will be accepted. The deposit will be returned to the borrower when the equipment has been checked in and found to be in good working order.
7. Items will be checked out for one week only.
8. Borrowers must sign a "Library Equipment Agreement" upon checkout. This signature will specify that the person checking out the equipment assumes full responsibility for its safe return in good working order. Check out period must not exceed three days. There will be a \$10 per day late fee.

## Library Equipment Agreement

1. I am responsible for the equipment checked out to me. I will not leave it unattended. While in my possession, I will protect it from being stolen or damaged.
2. I understand that when I check out this equipment, it is for the exclusive use of the organization I represent.
3. I agree to return the equipment to the Library when due.
4. I understand that I will be billed for repair, replacement and / or additional fees if the equipment is damaged, lost, stolen or not returned in a timely fashion. I agree to pay for replacement, repair, or any other fees should I incur any.
5. I understand and agree that the James Kennedy Public Library shall have the right to treat non-returned equipment as stolen property and take all necessary actions to recover it in accordance with governing law.

Organization: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Dates item needed (if reserving in advance): \_\_\_\_\_

Staff Use:

Item Borrowed: \_\_\_\_\_

Deposit Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Library Card Barcode number: \_\_\_\_\_

Deposit Paid by Check: \_\_\_\_\_ Cash \_\_\_\_\_ Check No: \_\_\_\_\_

All items were verified returned in good working order by:

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

