

Equipment Circulation Policy

The Woodward Public Library strives to promote an active learning environment and serve the Woodward community. This policy covers all technology and media equipment that has been approved for check out to patrons of the Woodward Public Library.

A valid Woodward Public Library card held by someone over the age of 18 is required to check out equipment from the Woodward Public Library.

COSTS AND RESPONSIBILITIES

Individuals in good standing with the library may borrow one unit of equipment at a time. There is no charge for use of library equipment unless otherwise noted, but there will be a \$25.00 refundable deposit required at checkout which will be returned upon check in of the equipment. If equipment is not returned, or is damaged, the deposit will be kept by the library and will not count towards replacement or repair fees. A written agreement, specific to the type of equipment borrowed, must be completed and signed in person. The agreement will indicate the length of the loan period and any replacement costs for lost or damaged equipment or accessories. Borrowers are responsible for all equipment and accessories checked out on their account. Users are responsible for reporting stolen equipment that they have borrowed to the police.

FINES AND LOAN PERIODS

The Woodward Public Library does not charge patrons overdue fines for late equipment. Patrons who have not returned overdue equipment will have their library privileges suspended until either the materials are renewed, returned or paid for.

Loan periods for various library equipment will vary from 2 to 7 days, which will be indicated on the checkout agreement.

Notice will be given to the patron that the equipment is overdue within 5 days after the due date. If the equipment is not returned, a second notice will be given within 10 days after the first notice that the equipment is overdue. Failure to return library equipment within 10 days after the second notice will result in a bill for the replacement cost of the equipment. Payment of this charge is non-refundable.

RETURNS

Equipment must be returned directly to the circulation desk only - not through the book drop. Equipment will be inspected at the time of return and must be returned in the same condition in which it was borrowed, along with all accessories. Cost to replace or repair the equipment due

to loss or damage, and for any missing accessories will be charged to the patron. Malfunctions should be reported immediately to the library.

ADDITIONAL INFORMATION

Reservations for library equipment can be made up to 3 months in advance.

The library is not responsible for injuries or damages to personal property of individuals resulting from the use of library equipment.

Priority for use of equipment is given to library staff for library programs, continuing education, or library presentations.

Patrons who have lost library equipment shall be charged the list price of the equipment. The Woodward Public Library will not reimburse these costs for items returned after payment has been received. Failure to abide by this policy may be cause for denial for future use of library equipment.

Approved by the Woodward Public Library Board of Trustees

Adopted July 6, 2021

Woodward Public Library Equipment Checkout Agreement

Name of borrower (library card)_____

Library card number _____

Equipment borrowed and accessories listed...

Maximum replacement cost if lost or damaged: \$_____

Equipment is being borrowed for (circle) 1 day 2 days 3 days 5 days 7 days

Date borrowed _____ Return date _____

\$25.00 deposit required : to be refunded on return of equipment.

Borrowers are responsible for the return of borrowed equipment and the cost of repair or replacement for any damage or loss while in the borrower's possession.

If stolen, the borrower is required to contact the police.

Signature of borrower _____

Staff Initials _____

=====for library staff below=====

Returned equipment inspected by _____ good___ damaged___

Notes: