

<b>L-108 Equipment Loan Policy</b>	
<b>PASSED:</b>	June 2019
<b>AMENDED:</b>	-
<b>REVIEW PERIOD:</b>	5 Years

The purpose of this policy is to facilitate the use of equipment loanable by Vermilion Public Library. Equipment covered by this policy includes: GPS Units, pedometers, tablets, eReaders, board games and library kits.

1. Equipment is considered a special part of the library collection, the user must have a borrower's card in good standing to borrow equipment.
2. Members of the public must speak to a library staff member to book library equipment complete the necessary forms
  - 2.1. To borrow equipment a borrower must be at least 18 years of age
3. Equipment is to be returned in the condition that it was loaned
4. Any personal information should be removed from borrowed devices
5. All equipment should be returned in person inside the library, not in the book return slot
6. Replacement fees for damaged or missing pieces from equipment are as follows:
  - 6.1.

<b>Item</b>	<b>Schedule of Fees</b>	
	<b>Additional Information and Parts</b>	<b>Total Replacement Cost</b>
GPS Unit	Comes with soft case & clip (\$25 charge if missing)	\$250.00
Pedometer	Comes with booklet & lanyard	\$30.00
Kobo eReader	Comes with case & USB cord (\$10 charge if missing)	\$100.00
iPad Tablet	Comes with case & charge cord (\$25 charge if missing)	\$300.00
Makedo Kit	28 Screws, 1 Saw, 1 Screwdriver	\$18.00
Board Games		As noted in Item record
Pumpkin Carving Kit	1 Scoop, 1 Cutter, 1 poker	\$5.00

The Renter agrees to the following conditions:

7. Renter will not abuse, harm, or misuse the equipment
8. Renter will not permit any repairs to be made or lien to be placed upon the equipment without owner's consent
9. In the event that any incident causing injury or property damage occurs as a result of using the owner's equipment, the renter agrees to accept all responsibility and shall indemnify and save

harmless the owner from any actions, claims, suits or judgements which may arise against the owner

10. Owner makes no warranties as to the equipment's fitness or suitability for any particular purpose
11. Failure to return equipment on the return date will be considered theft and may result in criminal prosecution
12. Renter must pay the full replacement fee for any damage to equipment. Renter must return all equipment including accessories or be subject to partial replacement charges as outlined in Schedule of Fees
13. The Library is not responsible for any damage to the renter's property while using the equipment
14. If any alterations or special services are required, they must be arranged through the Library Manager at the Renter's expense