

## **STURGIS PUBLIC LIBRARY EQUIPMENT LOAN POLICY**

1. Library equipment may be loaned to registered patrons, 18 years of age or older, in good standing.
2. The lending period will be no more than 7 days, depending on requests by other patrons. Extensions may be granted at staff discretion.
3. Borrowers are responsible for any loss or damages to equipment. The Library Director will determine the cost to the borrower for loss or damage.
4. Borrowers are asked to inform the Library Staff if the physical quality of the equipment is not satisfactory.
5. Materials/Equipment should be reserved in advance.
6. A deposit of \$100.00 (cash or check) is required for the use of the LCD Projector prior to check-out. The deposit will be returned when the projector is checked in and determined to be in good working condition.

### **Overdue Equipment Policy**

The overdue fine for equipment will be \$5.00 per day, up to \$10.00. A one-day grace period will be allowed before this charge is enforced.

Revised policy adopted by the Sturgis Public Library Board of Trustees March 26, 2008

Reviewed/No Updates: 2/27/13; 1/31/18

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