



Lee Public Library

Equipment Borrowing Policy

The Lee Public Library offers the following equipment for loan to its patrons:

- folding banquet tables 2 x 6ft x 2ft and 2 x 1ft x 6ft (\$55 value per table)
- 20 metal folding chairs (\$150 total value)
- 2 Z Shade pop up/folding canopy tents with four stakes (\$200 value per tent)

Patrons must present a library card in order to check out equipment. Patrons must fill out and sign a permission form before equipment will be released to them. **The checkout period for all equipment is 2 working days.** Requests can be made to the staff team for a longer checkout period, and will be approved by the library director. Reservations for the loan of library equipment can be made up to two months in advance.

Library staff will check to see that all equipment is functioning properly upon return. By completing and signing the Equipment Release Form, all borrowers are agreeing to abide by the library policy and procedures for use of library equipment, or will forfeit future borrowing privileges.

The library's electronic and computer equipment is not available for loan. This equipment may be reserved for in-house use as long as arrangements are made in advance with the library director or a librarian.

Library Equipment Loan Permission Form: (Library maintains original on file until transaction is completed)

Equipment Borrowing Agreement

I, _____, agree to abide by the equipment
(print name)
borrowing policy as stated above and to pay full costs should any of the above be damaged or lost.

I have read the document and my signature below indicates my agreement with the above statement.

Equipment Borrowed: _____

Date _____

Signature _____

Library Card Number _____

Phone number _____