

**MANNING PUBLIC LIBRARY
LARGE EQUIPMENT BORROWING POLICY**

The Manning Public Library lends large equipment for personal use to residents of Manning and its service area. Given the expense of large equipment, the library requires photo identification and a Manning Public Library patron card (with a minimum of three months borrower history). Some equipment will require a security deposit. The borrower must be at least 18 years of age and the borrower's library account must be in good standing. The following guidelines are to be observed.

1. The borrower must read and sign a copy of this policy each time large equipment is borrowed.
2. The borrower is responsible for any equipment borrowed from the Manning Public Library.
3. The City of Manning and the Manning Public Library are held harmless by the borrower for any damage, injury, or loss to the large equipment or by the large equipment.
4. The borrower will reimburse the Library if the equipment is damaged, lost, or stolen while checked out.
5. When the loan period has elapsed, the borrower must return the equipment to the Library.
6. If the equipment is not returned on time, a late fee will be assessed (\$1 per day) up to the replacement cost of the equipment.
7. The equipment CANNOT be returned in the bookdrop. Until the equipment is placed in the hands of a library staff member and is checked in, it remains as the borrower's responsibility.
8. If a security deposit is required for the equipment being checked out, the equipment will not leave the library until the deposit has been secured.
9. Any security deposit will be returned to the borrower when the equipment is returned in the same condition as borrowed. If parts or pieces of the equipment are missing or damaged, the deposit will be held by the Library until the costs for repair and/or replacement have been paid by the borrower.
10. After 30 days, the unpaid balance of any equipment repairs or replacement may be referred to the City Attorney. §714.5 of the Code of Iowa clearly states that failure to return library materials or equipment is evidence of attempted theft.
11. Library use takes precedence over all other uses. No equipment is guaranteed to be available.

Equipment available for checkout:

- Kindle Paperwhite with Otterbox, Charger, and Cord - 2 week checkout, \$200 replacement for Kindle, \$50 replacement for Otterbox, \$50 replacement for charger/ cord
- Mini Tripod Tabletop Stand - 1 week checkout, \$25 replacement
- WOWOTO H8 Video Projector with Hard Travel Case - 1 week checkout, \$50 replacement for travel case, \$500 replacement for projector, \$100 deposit for projector and case
- 84 inch Portable Pull Up Projection Screen - 1 week checkout, \$200 replacement, \$50 deposit
- Overhead Projector - 2 week check out, \$250 replacement, \$50 deposit

By signing this document, I verify I have read, understand, and agree to abide by this Manning Public Library Large Equipment Borrowing Policy.

Print Name _____ SSN _____

Signature _____ Date _____

Staff member initials _____

Adopted by the Board of Trustees 1/17/2018