

Powers Library Equipment Agreement (Approved: 2/20/24)

Eligibility: Powers Library equipment may be borrowed by non-profit and community organizations in the Powers Library Service Area

Check-Out: Library staff will assist with equipment check-out.

Duration: Loan periods vary by equipment type.

Returns: All equipment must be returned to the library desk from where it was borrowed, during library hours, and to a library staff member.

Replacement Expectations for Damaged or Lost Equipment:

- Organizations borrowing equipment are responsible for any damage that occurs to the equipment during the loan period. Costs for repairs or replacement will be assessed based on the extent of damage. Full replacement cost will be charged if the equipment cannot be repaired.
- If equipment is lost, the organization borrowing the equipment will be responsible for the full replacement cost of the item. This cost will be based on the current market value of the equipment.

Library Responsibilities: The library will provide functioning equipment in good condition for loan to. Equipment will be regularly inspected and maintained to ensure its reliability.

Policy Agreement:

Organizations are required to sign and agree to this policy when borrowing library equipment. By signing, organizations acknowledge understanding of the replacement expectations and the responsibility for the equipment while it is in their possession.

Equipment on Loan: _____

Items Included: _____

Date equipment must be returned: _____

Borrower Name/Organization

Date

Library Staff Witness:

Date