



Equipment Use Policy

Purpose

The purpose of the Orange City Public Library Equipment Use Policy is to establish guidelines for customer use of library equipment.

Policy

The person checking out the equipment must:

- have a current and valid library card
- be 18 years of age or older.
- sign the Equipment Use Form

The person checking out the equipment will be responsible for damage, missing components, or stolen equipment and be required to make financial restitution.

Overdue fees accumulate at the rate of \$1.00 per day with a maximum fine equivalent to the replacement cost of the item, as determined by the library director.

Items must be returned to the circulation desk during the library's open hours. Any items returned in the drop box will result in a minimum \$10.00 fine, plus and any fees for resultant damages.

The following is a form signed by the patron when any item or equipment listed is taken out of the library

Equipment Use Form:

I have received a copy of the "Equipment Use Agreement."

I agree to abide by the policies and to be responsible for returning the following items in the same condition in which they were received.

Patron Card #	
Patron Name	
Equipment Type	
Item Due Date	
Signature	
Today's Date	