

Fairbury Public Library Equipment Loan Policy

The following equipment is available for checkout with the conditions listed below:

- Computer projector with/without lap top computer
- Folding screen
- Overhead projector
- E-reader(s)

Persons borrowing the equipment must be adult (19) library card holders in good standing, with no overdue materials or fines. If not personally known to the staff person on duty they must present a current photo ID which must match the information on their card. Card holders between the ages of 14-19 may check out e-readers with parental permission indicated by a parent's signature on the check-out form. Non-cardholders may not borrow e-readers but may borrow other equipment by showing a current photo ID and providing the name, address and phone number of a Fairbury resident as a contact person. Contact persons will be verified by staff before the loan is made.

All equipment will have a loan period of no more than one week except for e-readers which will be checked out for a two week period. Fines for late return of all items will be \$1.00 per day.

Persons borrowing any equipment other than e-readers will be asked to leave a refundable cash deposit of \$25.00 per piece of equipment; the deposit for e-readers is \$10.00. A fee of \$5.00 will be collected for use of the computer projector such fee to be used for bulb replacement.

Equipment must be returned in the same condition in which it left the library. Items must be returned to a staff person and not placed in the drop box. The borrower must sign a loan agreement agreeing to pay the replacement cost of any item damaged beyond use or lost while in their possession. Lesser amounts may be assessed for repairable damages at the discretion of the library staff.