

## **Equipment Lending Policy**

The library lends equipment to residents as a public service. Equipment must be checked out by a library card holder, in good standing. Equipment that leaves the building may be checked out for a **seven** day period. Reserving equipment prior to the date required is recommended. Equipment will be inspected when it is returned. Some equipment may only be used within the building. A complete list of equipment is available at service desks.

1. First time users may receive instruction on the proper use and hookup of equipment.
2. The user is wholly responsible for any loss or damage to the loaned equipment. Repair, replacement and cleaning fees will be charged to the user according to the repair cost, retail replacement cost and/or cleaning fees as determined by the Waupaca Public Library. Users will not service, repair or change the set-up of equipment.
3. The Waupaca Area public Library and the City of Waupaca Library are held harmless by the borrower for any damage, injury, or loss.

Approved 12/1993, 9/2003, 5/2014, 9/2018, 2/24/2021