

Pillsbury Free Library
Equipment Loan Policy and Agreement May 2023

Equipment Loan Policy

The Pillsbury Free Library lends some equipment as an additional service to qualified borrowers. Lending equipment allows residents, town departments, and organizations access to items that are unaffordable for an individual or for infrequent use by an organization.

1. Borrowers must have an **adult** Pillsbury Free Library card in good standing.
2. Reservations must be made in advance. Use of the equipment for library purposes will have first priority. Town use will have second priority.
3. Borrower is financially responsible for any damages incurred or for failure to return the Equipment and/or accessories. The library will determine replacement model and cost.
4. Borrower will pick up and return the equipment on a schedule determined by the Library Director.
5. Certain equipment, determined by the Library Director, may only be borrowed by town departments, official town committees and commissions, and recognized town community organizations. Borrowing still requires a valid library card for the individual taking financial responsibility (see #3).

Please complete this form when reserving and borrowing Library equipment

Name of person or organization (print) _____

Item(s) to be borrowed:

☐ Projector White/ Black/either ☐ Portable Screen ☐ laptop/notebook (specify)

☐ OWL Pro2 ☐ Tent 10x1, 10x20 ☐ Other/description (cables, etc): _____

Date(s)/ time(s) needed: _____

Date to be picked up (during library hours) _____ Return date: _____

Person who will pick up: (must have a valid adult library card) _____

I have read and take responsibility for following the Equipment Policy Date: _____

Printed name: _____ Signature: _____

Phone: _____ Email: _____

Received, approved by staff member: Date: _____ ☐ Hold placed ☐ Picked up _____

Staff Name: _____ Staff Signature: _____