

Tamarack District Library

“Special Use” Circulation Guidelines & Borrowing Agreement

Tamarack District Library makes a number of items available to the public for special use, including tablets, laptops, recreational equipment (such as kayaks), and other items. Because these items are unusual and represent a significant potential financial risk on the part of both the patron and the Library, materials classified as “special use” may be circulated only when each condition on the following check list is true:

- Patron is at least 18 years of age.
- Patron presents a current Lakeland Library Cooperative library card.
- Patron’s account is not in a probationary period and has no fines or fee.
- Patron presents a photo ID. This may be: a Driver’s License, State ID, Military ID, Student ID, Passport, or any other document issued by a governmental institution and which contains the cardholder’s name and an identifiable photo.
- Patron completes a Borrowing Agreement with each checkout. Only one special use item may be checked out to a patron at a time.
- Rental and/or deposit has been paid as required for specific item.
- Patron reads and signs a Waiver and Release and related documents required for use of recreational equipment such as kayaks
- Staff member has no reason to doubt patron’s ability to care for and return item. Please note the library reserves the right to refuse to circulate a “special use” item at any time and for any reason.

Staff initials & date, signifying that ALL of the above conditions have been met: _____

Special use item: _____ **Date Due:** _____

By signing below, patron acknowledges the following:

1. **PATRON RESPONSIBILITY:** Once a “special use” item is checked out onto a patron’s library record, it becomes the sole responsibility of that patron. In the event patron is unfamiliar with operation of a special use item, a 15-minute training session may be arranged upon request. In any event, patron accepts responsibility to return each item in the state in which it was loaned.
2. **LOAN PERIOD:** Loan periods are as assigned and are not renewable. Overdue fees will be charged for special use items not returned by their due date in the amount of \$10.00 per day, unless otherwise noted. Maximum fine is \$100.00 (subject to additional charges as specified in Paragraph 4 below for lost, stolen, or damaged items).
3. **ITEM RETURN:** Special use items must be returned to library staff at the Check Out desk of the Tamarack District Library no later than 15 minutes before the library closes. Special use items may not be placed in the drive up book returns at the Tamarack District Library and may not be returned at any other Lakeland Library. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
4. **UNRETURNED ITEM:** If a special use item is not returned within 10 days from the due date, the borrower will be held responsible for all applicable replacement costs and processing fees, up to \$1,000 for the item and/or accessories if lost, stolen or damaged while checked out. The library will not accept replacement items or accessories purchased by the customer.

The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of the Borrowing Agreement and guidelines.

I have read and agree to the above Circulation Guidelines & Borrowing Agreement.

Patron phone: _____ Patron barcode: _____

Printed name: _____ Signature: _____

STAFF USE ONLY:

Returned Date & Staff Initials: _____

Staff/patron notes: _____

Date of item check: _____