



Equipment Loan Policy

Policy

Designated equipment owned by the Haliburton County Public Library (HCPL) is lent by the library as part of its community service.

Procedure

1. Equipment available for library patrons to borrow will be catalogued and made searchable through HCPL's online catalogue.
2. Some items will be subject to a lending fee and included in the fee schedule.
3. Before equipment leaves HCPL premises, a borrowing agreement must be signed by the requesting representative.
4. The borrower is responsible for any loss, theft, or damage to the equipment while it is on loan.
5. HCPL shall:
 - a) Strive to provide equipment that is in good operating order.
 - b) Ensure we educate the borrower adequately should they have questions about basic operation of the equipment. It is expected the borrower will also take responsibility and ask for assistance if required.
 - c) Check out the equipment by means of an item barcode.
6. The patron borrowing the equipment shall:
 - a) Report any problems related to the equipment to HCPL staff.
 - b) Provide a valid library card, and deposit or fee where applicable.
 - c) Return equipment directly to staff at the designated HCPL service point.
 - d) Equipment must be returned with all accessories included. The borrower must allow time for the equipment to be checked in by staff so that all peripheral items are accounted for.
7. Equipment loans are subject to availability. Use of library equipment will be prioritized for programming and other in-library usage.

Haliburton County Public Library Policy Manual

Policy Type:	Operational
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Policy Name:	Equipment Loan
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HALIBURTON COUNTY
PUBLIC LIBRARY

Related Documents

Haliburton County Public Library. **OP-13 Circulation Policy**
Haliburton County Public Library. **OP-16 Library Fee Policy**

Appendices

LCD Projector Loan Agreement

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