

Lee Public Library Equipment Lending Policy

The Lee Public Library offers the following equipment for loan to its patrons:

- folding banquet tables
- metal folding chairs
- folding canopy tent

Patrons must present a library card in order to check out equipment. Patrons must fill out and sign a permission form before equipment will be released to them. **The checkout period for all equipment is 2 working days.** Reservations for the loan of library equipment can be made up to one month in advance.

Library staff will check to see that all equipment is functioning properly upon return. All borrowers will agree to abide by the library policy and procedures for use of library equipment, or will forfeit future borrowing privileges.

The library's electronic and computer equipment, such as the LCD projector, digital camera and laptop computer is not available for loan. This equipment may be reserved for in-house use, as long as arrangements are made in advance with a librarian. Library staff is responsible for the set-up of all library electronic equipment.

Library Equipment Loan Permission Form:

(Library maintains original on file until transaction is completed)

Today's Date: _____	
Patron Name: _____	
Library Card #: _____	Phone: _____
ITEM BORROWED	QTY
_____	_____
_____	_____
I, _____ have received a copy of the library's equipment lending policy and accept responsibility for the return of all items by _____. I will pay full retail value for equipment that is lost or returned in damaged condition.	
Patron Signature: _____	