

## WIGGIN MEMORIAL LIBRARY EQUIPMENT LOAN POLICY

**Statement of Purpose:** The Wiggin Memorial Library loans some equipment as an additional service to qualified borrowers. Loaning equipment allows residents, town departments, and organizations the use of items that are prohibitively expensive for an individual or for infrequent use.

### Rules and Procedures

1. Borrowers must have an adult Wiggin Memorial Library card in good standing.
2. Reservations must be made in advance and use of the equipment for library purposes will have first 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. Late return of any equipment will incur a \$25 fine.
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).
6. Policies and rules remain under the final authority of the Library Board of Trustees. That authority is delegated to the Library Director.

Signatures of the Board of Trustees indicates adoption of this policy.



, Trustee Date: 6/21/21



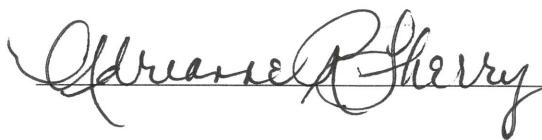
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