

## **Community Lending Center (CLC) Policy**

### **Community Lending Center Lending Policy:**

The Library offers a wide array of tools, outdoor games, (Need categories of items) available for Pequannock patrons to loan.

- ★ Community Lending Center items are available for check out at the Pequannock Township Public Library Circulation Desk.
- ★ Community Lending Center materials may be borrowed by any **adult (18+)** Pequannock Township Library cardholder in good standing.
- ★ Community Lending Center items are available to borrow at a first-come-first-served basis for a period of 2 weeks (14 days).
- ★ No holds can be placed on Community Lending Center items.
- ★ Community Lending Center Items are **NOT** renewable.
- ★ Only one Community Lending Center item may be borrowed (under one Library card) at a time.
- ★ Overdue fines are \$5.00 per day up to a maximum of \$25.
- ★ Community Lending Center items must be returned in person to the Pequannock Township Public Library circulation desk from where the item was borrowed. CLC items may **not** be returned to another Library or in the Pequannock Township Public Library book drop.
  - A \$5.00 fine will be charged if a CLC item is returned in the book drop.
  - A \$10.00 fine will be charged if a CLC item is returned to another Library.
- ★ Community Lending Center items must be **returned complete** and packed as they were received. Borrowers should review materials before returning them to ensure that all pieces, components, and instructions are included.
- ★ Returned Community Lending Center items will be checked by a staff member and there may be a replacement charge added to the borrower's library card for any missing or damaged items.
  - If the Library is able to easily replace a missing or damaged part, the charge is \$5 per replacement part.
  - In many cases, parts from Community Lending Center materials cannot be easily replaced and the kit is no longer usable. In those cases, the full replacement cost
  - Lost, damaged, or unusable Community Lending Center materials can only be replaced by the borrower's payment of the full replacement cost. Each Community Lending Center item replacement price is listed on the item tag.
  - The Library does **not** accept replacement items in lieu of payment.

**NOTE: This is a lending program ONLY. Library staff is not available for instruction in the use of Community Lending Center materials. Detailed instructions are available on our website for patron accessibility.**

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**Safety Precautions and Recommended Age Guidelines:**

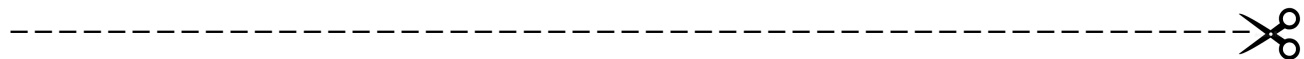
- ★ Recommended age guidelines are available on our website with detailed instructions. Decisions about use and supervision for children under the age of 18 rest with the parent or guardian.
- ★ Community Lending Center materials may contain electrical components which must be handled with care. Parents/guardians agree to read the instructions available on our website and discuss safety precautions, as well as provide supervision if necessary when allowing children to use an item from the Community Lending Center.

**Responsibility for Replacement Cost of Lost or Damaged Parts and/or CLC Item:**

- ★ Community Lending Center materials that are lost, damaged, or unusable due to missing parts can only be replaced by the borrower's payment of the full replacement cost. Borrowers will be unable to borrow from the library until the full replacement cost is paid.

**Release and Indemnification:**

- ★ I hereby acknowledge that there is a risk of injury involved in the use of Community Lending Center materials. I certify that I am aware of such risks. With this knowledge and in consideration for the right to borrow Community Lending Center materials from the Pequannock Township Public Library System, I hereby release and discharge the PEQUANNOCK PUBLIC LIBRARY, AND ITS TRUSTEES, ITS EMPLOYEES, AGENTS, AND CONTRACTORS (collectively, the "Township") from any and all suits, claims and demands for personal injuries, property damage or otherwise of every kind and character arising out of the use of Community Lending Center materials. I hereby agree to indemnify and hold the Library and the Township harmless from any loss or damages or costs, including but not limited to reasonable attorney's fees which it may or not sustain, in the event any claim, demand or litigation arises alleging any personal injuries, property damage and/or other damages sustained by any person or entity, arising out of or related to my use of Community Lending Center items. I will obey the Community Lending Center materials safety precautions and recommended age guidelines as listed on the website for each item and will ensure any children under the age of 18 who use any Community Lending Center materials obey as well. I have read and agreed to these terms and conditions.



\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patron Library Card Number

\_\_\_\_\_  
Replacement Cost

\_\_\_\_\_  
CLC Item Borrowed

\_\_\_\_\_  
Staff Initials & Date  
on RETURN of item