



Muskingum County Library System

HIGH-VALUE UNIQUE ITEMS LENDING GUIDELINES AND AGREEMENT

Guidelines for Use

- High-value unique items are defined as unusual library materials, (ex: iPads, telescopes, sewing machines, hotspots) with a replacement value of \$100.00 or more.
- Items can be returned to any Muskingum County Library System (MCLS) location and must be returned to a library staff member. If they are returned in a book drop or left somewhere outside or inside the library, a fee may be added to the patron's account.
- A valid adult MCLS card with a balance under \$10.00 is required to borrow these items.
- Borrowers must be 18 years or older to check out these items.
- Borrowers must understand and sign the agreement in the presence of library staff every time they check out any of these items.

Checkout and Holds Limits

- An item may be borrowed for fourteen (14) days. The item may be renewed for an additional two (2) weeks, unless another patron has a hold on it.
- Patrons may only check out one (1) high-value unique item at a time.
- Patrons may only place one (1) of the same high-value unique items on hold at a time (i.e. hotspots) Only one high-value unique item may be checked out to a household at a time.

Fines and Liability

- If an item is identified as lost in the patron's account, replacement costs will be billed to the borrower's library account. If the incurred cost is \$50 or more (all high-value items are \$100 or more), the account will be sent to a Collections Agency. If a billed item is returned in good and working condition, the bill will be removed from the patron's record, but the Collections fee will still be owed.
- The borrowing patron is solely responsible for the item while it is checked out and will be billed for the repair or replacement cost associated with damage or loss of any parts as a result of neglect or abuse. Fees for damage or loss may be incurred up to one week after check in. The library will provide regular maintenance for these items to keep them in good condition for library users.
- A list of replacement costs for items is maintained by the library and is available for viewing upon request.
- It is the borrower's responsibility to protect items in their care against loss or damage.
- The replacement cost of hotspots includes physical components as well as the subscriptions for service that MCLS pays for each year.



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- Hotspot service will be shut off when an item is marked overdue. If a patron abuses our library policies by consistently returning hotspots after they have been marked overdue and shut off, their high-value unique item lending privileges may be revoked.

Care and Operation

- These items may only be used and operated in compliance with MCLS policies and manufacturer's guidelines.
- Borrowing patrons shall not make any modifications or alterations to the items in their care.

Lending Agreement

The borrower agrees to:

- abide by the Muskingum County Library System's lending guidelines as stated above.
- pay all associated fees as stated above.
- pay entire replacement costs should the item or its components be lost, damaged, or not returned.
- transport all high-value unique items safely and securely.
- use all equipment properly, reading any and all instructions/manuals before use and not to hold MCLS liable for any accidents or harm that may come from using items.

I, the undersigned, agree to the terms and conditions listed above and will not hold MCLS responsible for any liabilities, damage, or injuries that may occur while using said item.

PATRON SIGNATURE

PATRON PRINTED NAME

ITEM

DATE

An MCLS representative and I have reviewed the contents of the High-Value Unique Item and agree that all parts are present and appear to be in working order at checkout.

Patron Initials _____

MCLS Staff Initials _____