

Neligh Public Library

Library Equipment Policy

Library equipment is primarily for use in the library by library staff and patrons. However, equipment may be checked out to a person representing a civic group, local business and/or is a patron in excellent standing with the Neligh Public Library. The borrower must be at least 19 years of age.

Definition of excellent standing: A patron who uses the library regularly, returns materials on time and in good condition, and does not have any outstanding fines or fees, constitutes a patron in excellent standing.

- All borrowers must sign a responsibility statement/loan agreement for said equipment (LCD projector and/or laptop). No such agreement needs to be signed for Kindle checkout.
- Any group or individual can be denied usage of any equipment at the discretion of the librarian on duty at time of request.
- Borrowers are responsible for any damage to library equipment and will be required to pay for any repairs by a company of the library's choosing or will be required to pay full replacement cost in the case of theft or damage beyond reasonable repair.
- Library equipment and accompanying accessories may be checked out for no longer than three (3) days. No renewals will be granted and a waiting period of at least three (3) days must lapse before another check out is allowed.
- Borrowers will be fined \$10.00 per day that the equipment is late. There will be no maximum fine.
- Library Kindle paper white e-readers are reserved for Neligh Public Library book group members. Kindles and accompanying accessories will be checked out to book group members for a two (2) week period with one (1) renewal allowed. The same responsibility applies to Kindle borrowers excepting the signed loan agreement.

The Neligh Public Library reserves the right to modify this policy and/or any part here within as circumstances warrant.