Circulation of Audiovisual Equipment Policy

The circulation of equipment owned by the Elkader Public Library shall be determined by this policy set by the action of the Library Board of Trustees.

Said policy shall conform to the laws of the State of Iowa.

1. The length of check-out period shall be determined by the Circulation Policy.

2. Any library patron 18 years of age or older who has had a library card for at least one month and has no overdue library material or unpaid fines may borrow any audiovisual equipment.

3. Patrons borrowing equipment from the library must sign a written Audio Visual Equipment Borrower Responsibility Statement agreeing to the terms of circulation of library equipment.

4. Patrons may reserve the equipment by telephoning or speaking to a librarian. AV equipment will be reserved on a first-come, first-serve basis.

5. Failure to comply with the written policy shall result in a fine of $1.00 per day.

6. Any damage to the equipment shall be assumed by the patron signing the written agreement with the library.

7. Appropriate measures, as defined in Iowa Code, Section 808.12 and 714.5, shall be taken by the library staff to recover equipment not returned on time. Further action shall follow with due process of law.

Adopted, February 14, 2005
Adopted, January 12, 2009
Adopted, October 4, 2011
Revised & Adopted, October 13, 2015
Revised & Adopted, July 17, 2018
Adopted, September 14, 2021

Audio Visual Equipment Borrower Responsibility Statement

Name: _____

Address: _____

Phone: _____ Home ( ) Cell ( ) Work ( )

Email: _____

Equipment (including all cords, booklets, peripherals):

_____

_____

_____

I will return all items, during business hours, to the Elkader Public Library by:

_____
(Month/Day/Year)

I take full responsibility for the audiovisual equipment listed above. I will pay the full cost of any repair or replacement necessary because of my actions or neglect.

Signature: _____Date: _____

_____

FOR USE BY LIBRARY STAFF:

Date Returned: _____

Check to make sure ALL items have been returned.