

# Vanderhoof Public Library

230 Stewart Street East (Bag 6000), Vanderhoof, BC V0J 3A0

Phone: 250-567-4060

[www.vanderhooflibrary.com](http://www.vanderhooflibrary.com) Email: [info@vanderhooflibrary.com](mailto:info@vanderhooflibrary.com)



## Equipment Loan Agreement

I hereby agree to the following terms and conditions when borrowing equipment from Vanderhoof Public Library. This agreement is valid until the item(s) listed below are returned in good condition, at which time it will be shredded.

**Equipment Borrowed** (as written on label):

1.

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2.

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**Equipment Condition:**  
*(Staff initials)*

\_\_\_ The equipment has been tested prior to the loan and has been verified to be functioning properly with all components in the box.

**Damages & Content:**  
*(Patron initials)*

\_\_\_ The equipment will be reset upon; all content will be erased and no longer available to me.

\_\_\_ I am responsible for reporting any damages or equipment malfunctions immediately.

\_\_\_ I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.

**Lateness:**

- I agree to return the equipment to the service desk no later than the closing time on the day it is due.
- I understand that equipment is non-renewable. Extensions will only be granted on a limited basis when requested in person at the Service Desk at the time of borrowing.
- I understand that I will be charged overdue fines of \$2.00 per day and that my card will be blocked, and all library privileges suspended, after equipment is 4 days overdue.
- I understand that I will be charged overdue fines up to the full replacement cost of the item.

**Fees for Collection**  
***(Patron initials)***

\_\_\_ I authorize full replacement costs to be charged to me.

\_\_\_ I understand the above and will accept any charges incurred.

\_\_\_ I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I personally am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.

\_\_\_\_\_  
**Library Card Number**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**