

BILLINGS PUBLIC LIBRARY Community Crate LENDING AGREEMENT

Guidelines for Borrowing and Use

- Crates can only be checked out from and returned to the TECH Lab
- A valid Library card AND a current photo ID must be presented at the time of checkout.
- Borrowers must be in good standing with the Library, with a current address on file and no outstanding fines.
- Borrowers must be 18 years old or older. Borrowers must read, understand, and sign this agreement in the presence of a Library staff member every time (s)he checks out a crate.
- Crates may be borrowed for a two week interval, and may be renewed for one extra week by calling Vanessa Justice in the TECH Lab at 406-696-8538.

Fines and Liability

The overdue fine is \$5.00 per day.

The borrower is responsible for costs associated with damage or loss of crate equipment due to neglect or abuse. The replacement cost for a crate is \$2000.

Proper Care and Use

As with any library item, use care when handling.

Do not expose crate equipment to extreme temperatures or liquids.

The software and settings of crate equipment may not be altered.

Do not connect to personal accounts on any website or social media site.

Community Crate Lending Agreement

I agree: (please initial)

_____ To abide by Billings Public Library's Community Crate lending guidelines as stated above.

_____ To pay an overdue fine as stated above if returned late.

_____ To pay full repair and/or replacement costs should crate equipment be stolen, lost, not returned or damaged.

_____ That I have gone through an inventory with a library staff member before checking out the crate, and that all equipment presented on the inventory is present and accounted for at time of check out.

I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name _____ Library Card # _____

Crate Barcode _____ Checkout Date _____ Due Date _____

Patron Signature _____

Staff Initials _____

Crate Returned Date _____ Staff Initials _____

Surface Pro _____ Surface Pro Name(s) _____