

BILLINGS PUBLIC LIBRARY DIY DEMOCRACY KIT LENDING AGREEMENT

**Guidelines for Borrowing and Use**

- Crates can only be checked out from and returned to the TECH Lab
- In order to check out a crate, the online Google form must be filled out in order to schedule a time for pick up of the crate
- 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 four-week interval, and may be renewed for one extra week if available by emailing [teens@Billingsmt.gov](mailto:teens@Billingsmt.gov) or calling (406)696-8538.

**Fines and Liability**

The borrower is responsible for costs associated with damage or loss of crate equipment due to neglect or abuse. The replacement cost for a kit is \$1000.

**Proper Care and Use**

As with any library item, use care when handling. Do not expose items to extreme temperatures or liquids. The digital files and items stored on the included Flash Drive shall not be altered.

**DIY Democracy Kit Lending Agreement**

I agree: (please initial)

\_\_\_\_\_ To abide by Billings Public Library’s DIY Democracy Kit 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 kit items 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 # \_\_\_\_\_

Patron Signature \_\_\_\_\_

Kit \_\_\_\_\_ Checkout Date \_\_\_\_\_ Due Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Kit Returned Date \_\_\_\_\_ Staff Initials \_\_\_\_\_