

## **Southwick Public Library Item Borrowing Rules and Procedures**

1. In order to borrow Items from the Southwick Public Library (SPL), a Borrower must be aged 18 or over.
2. Prior to borrowing Items, all Borrowers must (a) have a C/W Mars library card in good standing with their home address confirmed; and (b) sign the Waiver Form.
3. By taking possession of any item, the Borrower is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the Borrower is authorized to use Library Items borrowed. The Borrower shall not permit the use of items checked out to him/her by any other person.
5. Items circulate for a one week lending period. One renewal is allowed
6. All Items borrowed are to be returned to the Southwick Public Library's circulation desk by close of business on their due date. Items may only be returned during the Library's open hours.
7. If an item is returned late, the Borrower will be responsible for a late fee of \$5 per day for every day the Library is open until the item is returned. Late fees are capped at the full replacement cost of the item. Borrowers must have a fine balance of less than \$10 to maintain borrowing privileges.
8. A Borrower may have up to three (3) Items checked out at a time.
9. The Borrower agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed Items.
10. The Borrower agrees that if any borrowed item becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the item and notify the Library of the issue on return, if not earlier.
11. All Items are to be returned in the same condition as they were issued, barring normal wear and tear. All Items must be returned clean. The Borrower agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
12. The Library reserves the right to refuse the loan of any item at its discretion.
13. The library staff will provide no instruction on the use of any items from the Library of Things

Approved by the Southwick Library Board of Trustees –March 12, 2018, updated September 12, 2023