

Loan Policy

Purpose

To provide guidelines for borrowing items from the Lester Public Library of Arpin.

Policy

All borrowed items must be returned to the library within the time frame indicated and in good, usable condition.

Borrowed items damaged or unusable for further lending will be subject to a fine or replacement cost, prorated based on condition and assessed condition at time of loan. Patrons are asked to report minor damage so it can be noted or repaired.

In order to safeguard the investment that the community has made in the library, patron accounts exceeding \$10.00 for lost or damaged materials will cause a temporary suspension of loaning privileges until the balance is paid in full or reduced to less than \$10.00. Additionally, a \$3.00 processing fee will be added to the replacement cost of each lost or damaged item.

Once a lost or damaged item is paid for, that transaction is final. No refunds will be made on items that are returned to the library after they have been paid for and officially withdrawn.

Launchpad Loan Guidelines

Only one launchpad may be loaned per family for a one-week period that may be renewed up to two times. Launchpads must be returned to the inside of the library **(not in the outdoor Dropbox)**. Launchpads must be returned with the protective bumper, carrying case, adaptor, and USB cable. The borrower is responsible for returning the launchpad in good working order and assumes liability for damage or missing pieces. The patron agrees to cover damage or replacement costs (current approximate cost ranges from \$100-\$250 depending on the unit).

Launchpads are not considered returned unless all included items are returned with it.

The Library is not responsible for personal information left on the device, nor will the Library clear stored data.

The Library will do its best to provide a clean, secure, and functionable launchpad, but it is not responsible for unforeseen software or hardware failure.

Replacement Charges:

Launchpads: \$100-\$250
Carrying Case: \$10-\$15

Protective Bumper: \$10
USB Wall Plug Adaptor: \$10

USB Cable: \$7-\$10

Launchpads are not available for transit to other Libraries or through interlibrary loan.

Toniebox & Tonies Loan Guidelines

One Toniebox and up to two Tonies may be loaned per family for a one-week period. These items are not available for renewal. The Toniebox and Tonies must be returned to the inside of the library (**not in the outdoor Dropbox**). The Toniebox and Tonies must be returned with the case and charging unit. The borrower is responsible for returning the Toniebox and Tonies in good working order and assumes liability for damage or missing pieces. The patron agrees to cover damage or replacement costs (current approximate cost ranges from \$100 for the Toniebox and up to \$25 per Tonie depending on the unit).

The Toniebox and Tonies are not considered returned unless all included items are returned with them.

Replacement Charges:

Toniebox: \$100 Charger: \$25 Carrying Case: \$25
Tonies: Up to \$25 depending on character.

Adopted & Approved: February 5, 2019

Updated: April 13, 2021

President, Library Board of Trustees

Library Director