



Policy

CONSIDERED by Newberg Library Advisory Board
Fall, 2016

Equipment Policy

Newberg Public Library may elect to loan various pieces of equipment to local card holders. The library director reserves the right to determine equipment available for loan. Items will be listed in the circulation/catalog system and holds may be placed on equipment to be picked up at Newberg Public Library only.

Library equipment may not be returned in the drop box or at another library for delivery through any courier system.

Loan rules for equipment vary. Please refer to each type for rule. Some equipment may require a specific loan form to be signed detailing the responsibilities of the borrower.

The circulation period for equipment is usually 1 week with some equipment having longer periods. Renewals are not permitted.

Any problems with equipment during checkout should be immediately reported to the library. All equipment must be returned to the inside desk at the library and any problems with equipment upon return should be immediately reported to the library. All parts/pieces of equipment must be returned together.

Equipment will be assessed at time of return and once accepted as being in good working condition the borrower is relieved of any liability.

Borrowers are liable for any damage to equipment beyond reasonable wear and tear.