



Non-Traditional Lending Procedure and Loan Agreement

Westerly Library allows patrons with full access OSL library cards, in good standing, to borrow non-traditional library items. Non-traditional library items include any physical item that is not print materials, DVD's, CD's, or audio players.

Once a library item is checked out to you, it becomes your responsibility. You are responsible for damage, loss, theft, or changes in condition while the item is loaned to you. It is your responsibility to remove any personal data from a loaned item prior to its return. Any stored data will be erased upon check in.

The Library reserves the right to refuse service to patrons who abuse equipment, or repeatedly return materials past the due date. The Library is not responsible for any liability, damages or expense resulting from use or misuse of loaned materials.

Once an item is returned, no person in the same household may check out the same item for 48 hours.

Lending Criteria

Eligibility	Valid OSL Card in good standing
Age Requirement	18 years old or older
Holds	Staff may place holds 24 hours in advance for patrons.
Loan period	1 week
Borrowing Limit	1 per cardholder
Renewals	None
Late Charge	\$1.00 per day
Return	All items must be returned inside the library or the patron may be subject to a \$1.00 fine. Any damage that occurs before an item is checked in is the responsibility of the patron.
Lost, damage or replacement fees	All materials will be billed to the patron after 14 days past the due date. Patrons will be responsible for all damage, and will be charged the fee associated with each item and/or part. Patrons may not substitute an item in lieu of paying a damage, replacement or lost fee.

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible for returning this equipment to Westerly Library in good working condition and free from damage.

Name _____ Date: _____

Signature _____ Staff Initials: _____