

	<p>Policy Title <b>Equipment Policy</b></p>	<p>Policy Number <b>2.5</b></p>
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**I. Equipment Use**

The Camas Public Library makes equipment available for use.

- a. Users who borrow Library equipment must:
  - i. Take responsibility for the proper use and safe return of Library equipment;
  - ii. Pay the cost of repair or replacement for damage or loss occurring during their possession of the equipment;
  - iii. Sign an equipment hold harmless agreement;
  - iv. Be 12 years or older;
    - 1. If 12-17, a parent or guardian, whose Library card is in good standing, must sign the agreement.
  - v. Hold a Library card in good standing.
- b. Patrons may reserve all equipment in advance.
- c. The maximum loan period for circulation equipment is one day. All equipment must be returned to the Library's service desk during business hours on the date due, no later than 6 pm.
- d. Overdue equipment will be assessed an additional daily charge of \$25.

Board approved as Media Equipment Use Policy: November 1984

Revised: January 1993; November 1997; October 2007

Revised as Equipment Policy: November 2018