



Putnam County District Library Binoculars Loan Agreement

Guidelines for Borrowing and Use

- The library lends binoculars to PCDL card holders **ages 18 and above** that have held their card with the PCDL for at least 2 months. The library card must be in good standing (i.e. library card is not blocked due to unpaid fines or lost materials).
- Patron must present valid PCDL library card and government-issued photo identification at time of check-out.
- Binoculars check out for **14 days** and **cannot be renewed**.
- Binoculars checkout is limited to **one per household**.
- Binoculars can only be checked out and returned to the circulation desk at least **15 minutes** before the library closes. **BINOCULARS SHOULD NEVER BE RETURNED IN THE BOOK DROP OR TO A NON-PCDL LOCATION. THE PATRON MUST RETURN THE BINOCULARS TO THE PCDL LOCATION WHERE IT WAS CHECKED OUT.**
- The library is not responsible for any liability, damages or expense resulting from use or misuse of the device.
- The patron is responsible for damage, loss, or theft.
- If any technical problems are encountered, patrons should immediately call the Ottawa Location of the PCDL (419)523-3747.
- Borrowers, along with library staff member, will verify that all accessories are present at the time of checkout and check-in.

Fines and Liability

- Overdue fine: \$1.00/day. When the binoculars reaches 7 days past due, the patron will be billed for the full replacement cost plus overdue fines.
- If a piece is missing or damaged the patron will pay for the replacement of the item. If the missing item can not be purchased individually then the patron will be billed for the full replacement cost of the entire binoculars kit.
- Account balances over a certain amount may be referred to a Collection Agency with a Service Fee added to the account.

Borrower's Initials: _____

Proper Care and Use

By using Putnam County District Library's equipment, customers agree to the following:

- I will take "care of" the binoculars to ensure it is not dropped, or abused to cause the device harm or damage. Patron agrees to keep the device away from water, sand and dirt as well as other dangerous areas, such as extreme heat and cold.
- I will return the binoculars complete and in the original packaging, without change.

Borrower's Initials: _____

Documents

I have received a copy of the Putnam County District Library Binoculars Loan Agreement.

Borrower's Initials: _____

Patron: Please fill out the following fields:

Library Card Number: _____

Print name: _____

Phone number: _____

Equipment

Check Out

Check In

*Canvas Case

* Binoculars

* Cleaning Cloth

* Instruction sheet

*Lanyard

*Large Lens Covers = 2

*Small Lens Cover = 1

Staff Signature _____

Staff Signature _____

Patron Signature _____

Patron Signature _____

Date Checked Out _____

Date Checked In _____