

POLICY MANUAL

Fallon County Library Baker MT

CD Player Loan Policy

Eligibility

CD Players can be checked out from the Fallon County Library staff, who maintain a valid library account in good standing, and who read, agree to, and sign the Kindle Loan Agreement.

The Loan Agreement must be read and signed each time a CD player is borrowed. Only one CD player can be checked out per household. Under no circumstances will a user be allowed to check out a CD player for another person. A CD player cannot be checked out to any another library.

CD Players can be checked out from the Fallon County Library circulation desk during regular hours. The loan period is 14 days. CD Players can be renewed once but must be renewed in person at the Library Circulation Desk or if unable to come to the library, one of the library staff will come to you and renew it for you.

CD Players are provided on a first-come, first served basis. The Fallon County Library cannot guarantee that a CD player will be available.

Damages

The CD player must be checked out and dropped off during regular hours. The working condition of the CD player will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the CD player during their borrowing period. The replacement cost for a lost, stolen, or damaged CD player is \$25.00 and there will be a Processing fee of \$10.00.

Reviewed/Approved:

12/12/2017