



## Waterbury Public Library Snowshoe Borrowing Agreement

Snowshoe #s borrowed \_\_\_\_\_ (See # on snowshoes and bag)

# of Tails borrowed \_\_\_\_\_

*Borrower must be 18 or over with valid ID and Waterbury Public Library card in good standing.*

Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of the borrower’s license and this signed contract to keep until the item is returned. A copy of the signed agreement will go in the tote with the snowshoes.

I, \_\_\_\_\_, take full responsibility for the snowshoes I am checking out, including the replacement cost of the snowshoes (\$50-\$165 depending on the size), the tote bag (\$40), if the item is lost, stolen, or broken while in my care. I will pay the replacement fee if I fail to return the item at all, or in unusable condition (to be determined by the library director). I agree that the snowshoes are in good condition at the time I am checking them out. **User initials** \_\_\_\_\_

- I understand that snowshoes can be checked out for 4 days and renewed once as long as there are no holds on the item.
- If the snowshoes are more than 25 days overdue and I do not return them, I understand that I will be held responsible for the replacement costs if I don’t return the snowshoes within 3 days of being notified.
- I understand that the snowshoes must be returned inside the library directly to a library staff member.
- The snowshoes may not be returned in the outdoor drop box or left outside the door.
- I agree to release the Town of Waterbury and the Waterbury Public Library, its Commissioners and employees from any and all liability associated with the use of the snowshoes including but not limited to personal injury, property damage or any other consequences. The Library is not responsible for the proper use or working condition of the equipment.

**User initials** \_\_\_\_\_

**Checkout Date:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

### Using the snowshoes:

- Do not let anyone else borrow the snowshoes.
- Be careful with the snowshoes and keep them safe from scratching, theft or other damage.
- Please wipe the snowshoes and tails clean (if borrowed) before returning
- Please allow snowshoes to dry completely before placing them in the tote bags and returning them, if possible.
- **Return the snowshoes inside the library directly to a staff member.** Do not leave the snowshoes at the circulation desk if a staff member is not present. Snowshoes must be checked by a staff member before being taken off the patron’s account.

I understand and agree to these rules and conditions for use:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Staff Use

### **Checkout:**

Staff Member Name: \_\_\_\_\_ Check Out Date: \_\_\_\_\_

- Snowshoes have no damage
- Snowshoes have the following damage, noted before check out: \_\_\_\_\_
- "Tails" are included, if borrowed
- Copy of user's driver's license is attached to agreement, IF patron is new or unknown to staff performing the check out.
- Confirmed user contact info.
- Provided user copy of this signed and completed agreement

### **Check in:**

Staff Member Name: \_\_\_\_\_ Return Date: \_\_\_\_\_

- Snowshoes have no damage
- Are snowshoes clean and dry? If quite dirty, return to patron and ask that they clean and dry them and bring back next day.) If only damp, check in but leave out to dry completely before putting in bag and storing them.
- Does bag # match snowshoe #?
- Snowshoes have the following damage, noted upon check in: \_\_\_\_\_
- If damage is noted, patron is informed that the library will assess damage and related costs and send a bill
- "Tails" are included, if borrowed
- \$\_\_\_\_\_ damage, loss or unreturned fine recorded or paid (circle)