

Carnegie-Stout Public Library
360 West 11th Street
Dubuque, Iowa 52001-4697
(563) 589-4225 office
(563) 589-4217
www.dubuque.lib.ia.us



Carnegie-Stout Public Library

Equipment Loan Policy

Certain Carnegie-Stout Public Library (C-SPL) equipment may be borrowed at no charge for use outside the library. A list of equipment available for check-out is located at any public service desk. This list includes a description of the equipment, who is eligible to check it out, the length of the check-out time, and the replacement cost of the equipment.

To be eligible to check-out equipment, the borrower must be at least 18 years of age, have a full-service C-SPL card in good standing, and have a picture identification.

Before checking out, all borrowers must read and sign an equipment agreement. Any non-profit who wants to check out equipment must have an authorized officer or member sign the equipment agreement.

Upon request, the check-out time may be extended. Whether an extension is granted is at the discretion of the Circulation Manager, who will take into consideration not only the need of the borrower, but public demand.

Equipment is assumed to be in good working condition at the time of check-out. Equipment will be inspected and inventoried after each use and the borrower shall be responsible for the cost of any repair or replacement parts, up to the cost of replacement. If the equipment is lost, stolen, or damaged beyond repair the borrower is responsible for the full replacement cost. Failure to pay will result in suspension of check-out privileges and possible revocation. Borrowers may also be subject to criminal prosecution under Iowa Code 714.5.

By the Library Board of Trustees
Adopted August 27, 2015
Revised May 24, 2018
Revised September 24, 2020
Revised February 25, 2021

Christy Monk, President
Library Board of Trustees

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Equipment Listing as of 9-2-2020

Equipment List <u>Two Week Loan</u>	Length of Check -Out	Cost of replacement if lost, stolen or damaged beyond repair
Apple TVs	2 Weeks	\$85.00
GoPro Hero 4 Camera and Accessories	2 Weeks	\$500.00
GoPro Hero 5 Camera and Accessories	2 Weeks	\$500.00
Snowball Microphones	2 Weeks	\$74.00
Optima Projector	2 Weeks	\$600.00
NEC Data Projector: Model LT280	2 Weeks	\$600.00
Mitsubishi Projector	2 Weeks	\$600.00
Epson Home Cinema 1060 Projectors	2 Weeks	\$600.00
Canon Vixia HF G20 HD Camcorder	2 Weeks	\$800.00
Sony Tripod	2 Weeks	\$40.00
Magnus Tripod VT-300	2 Weeks	\$85.00
Chromecast	2 Weeks	\$40.00
Panasonic Twin 4K Video Camera	2 Weeks	\$1,065.00
Nikon COOLPIX B500 Digital Camera	2 Weeks	\$350.00
Wolverine F2D-Super Film to Digital Converter	2 Weeks	\$100.00
Tecboss 3D Pen	2 Weeks	\$43.00
iPad Mini e-Readers	2 Weeks	\$500.00
Kindle Fire e-Readers	2 Weeks	\$100.00
Sprint Mobile Hotspots	2 Weeks	\$60.00
Raspberry Pi 3: Model Bs	2 Weeks	\$100.00
Celestron Travel Scope 70 Telescope	2 Weeks	\$70.00

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Iowa Code: Section: 714.5 Library materials and equipment--unpurchased merchandise--evidence of intention.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower. The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.