

**CIRCULATION POLICY FOR LEOMINSTER PUBLIC LIBRARY KITS/LAUNCHPADS**

*All borrowers of Kits/Launchpads must read and sign a copy of this form before borrowing any Kits/Launchpads.*

*The signed copy will be kept on file at the library.*

\*Kits may only be borrowed by an adult patron whose library card is in good standing (**"good standing" = borrower has no fines exceeding \$10 or charges for lost material**).

\*Only one Kit at a time may be borrowed for the use of the residents at the same household address or the students in one teacher's classroom.

\*Kits circulate for three weeks. One renewal is allowed. (**Please call and speak directly with a Children's Room Librarian to renew a kit**).

\*A patron may not return one Kit and borrow another Kit on the same day. There must be a turn-around time to check the kit contents and clear the record.

\*Entire Kits must be borrowed: individual Kit items are NOT available for loan.

\*When a Kit is borrowed, the holder of the library card used to check out the Kit must be present. That person is also responsible for any charges or fines which may apply.

\*Kits may be reserved if they are currently checked out. Should multiple requests be made for the same Kit, reservations will be filled on a first-come, first-served basis. A Librarian will contact you when the Kit is available to borrow. Failure to pick up a reserved Kit after notification will forfeit the reservation and the Kit will be made available for loan to other patrons. **Reserves will not be placed on a Kit that is available to be checked out.**

**Kits must be returned to the Children's Room in person and must be given to a library staff member. Kits/Launchpads cannot be returned in the outside book drops.**

**\*OVERDUE FINES OF \$5.00 FOR THE FIRST DAY AND \$5.00 FOR EACH ADDITIONAL DAY will be charged if a Kit is returned after the due date. Fines will accrue until the Kit/Launchpad is returned with a maximum fine of \$40.00**

\*Kits will be inventoried when they are returned. A borrower's record will not be cleared until Children's Room staff has made sure **ALL** of the Kit's contents and the kit circulation card are present and functioning and that the Kit is ready for the next circulation.

**\*Borrowers are responsible for the replacement cost of the entire Kit if any of its contents are lost or damaged. Replacement costs vary, and range from \$40 to \$400.00.**

\*Repeated disregard of the Kit Circulation Policy will jeopardize your borrowing privileges.

*I have read and accept the terms of the Preschool Kit/Launchpad circulation policy*

Signature \_\_\_\_\_ Date \_\_\_\_\_

User ID# \_\_\_\_\_ Kit \_\_\_\_\_

Due Date \_\_\_\_\_ Staff initials \_\_\_\_\_