

## **Organizational Loan Policy**

*Approved by the Board 11/28/11*

Organizations may borrow materials & equipment from the Saxton B. Little Library according to the guidelines below:

1. Loan periods will follow existing circulation rules for individuals. Items needed for extended periods of time shall be granted at the discretion of Library Staff.
2. Materials or equipment loaned to an organization are lent with the understanding that the organization bears responsibility for said items, and any subsequent fines or fees resulting from returning the materials late or damaged.
3. Organizations requesting materials should be made aware of their responsibilities at the time of their loan or library card request. Organizational contacts should be kept on file in hard copy or as patron information in the I.L.S.
4. When an organization requests borrowing privileges or renews privileges, the policy will be provided to them along with relevant circulation rules.