



Instrument Lending Program

Checking Out:

- Only current Licking County Library (LCL) cardholders with less than \$10 in fines and with a current address on file may borrow an instrument.
- Borrowers under the age of sixteen (16) must have a parent/guardian present to check out an instrument.
- Only one instrument may be checked out per card.
- Instruments check out for 4 weeks and are renewable **one** time.
- Instruments are available for check-out only at the Main Library location.

Checking In:

The instruments must be returned to a staff member and NOT placed in the inside or outside bookdrop.

- Library staff will:
 - Check in the instrument.
 - Verify the instrument is in undamaged, working condition.
 - Do a visual check to ensure the following items are returned in good condition:
 - Instrument
 - Instrument case
 - Strap
 - Beginner's Guide
 - Tuner
 - Picks
- If any problems are encountered, the instrument must be returned to the library as soon as possible so that the issue may be resolved.
- A returned instrument will not be circulated again until library staff can ensure its functionality. If it is determined that the instrument is damaged, appropriate fees will be added to the patron's account.

Fees and Liabilities:

- Overdue fines are \$5 per day up to a maximum of \$25
- The customer will be charged replacement fees for any items not returned in the Instrument kit or for items returned damaged.
- Do not leave the Instrument on the Circulation Desk or Lower Level Service Desk if a staff member is not present.
- If lost or damaged, the customer will be responsible for the full replacement cost of the instrument and accessories.
 - Replacement costs for instruments:
 - Acoustic Guitar(\$160)
 - Replacement costs for accessories
 - Instrument case (\$25)
 - Tuner (\$15)
 - Strap (\$10)
 - Instruction Book (\$10)
- LCL does not accept Instruments purchased by customers in lieu of payment.

Revised: 12.10.14
