



Policy Title: Special Items Lending Policy

Policy Number: 26-39

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Policy Review Date: March 2030

1. Reason for Lending Agreement

This agreement is to be signed by the Borrower and Library staff any time an item is borrowed that has unusual borrowing rules or there is a significant cost to replace the items borrowed. These items will be referred to as Special Items. All items in Appendix A are considered Special Items.

2. Borrowing Conditions for Special Items:

- Details on loan period, renewals, age requirements and fines are all indicated in the chart.
- Borrowers must have a valid Bonfield Public Library card and are in good standing in order to check out Special Items.
- The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for unforeseen hardware or software failure.
- These items must be returned directly to library staff during regular operating hours. These items must not be returned in the dropbox. Borrowers will be charged a \$25.00 fee for returns to a drop box, in addition to the replacement cost for any damage incurred
- Staff may ask to see your Library card and/or identification when loaning materials that require a loan agreement.
- Staff reserve the right to limit the number of special items loaned to a household at any time to ensure equal access in the community
- Borrowers may be required to wait one week before they can borrow another special item to ensure equal access in the community.
- The library reserves the right to deny the borrowing of Special Items to any borrower who repeatedly returns equipment late.
- Special Items are not available to loan through Interlibrary loan.

3. Conditions for Use of Special Items:

- Any use of Library items borrowed for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The BPL is not responsible for any liability, damages or expense resulting from use or misuse of the item(s) borrowed under this loan agreement.

- Overdue devices may be disabled, rendering the device unusable.
- Borrowers will be charged a \$25.00 fee for returns to a drop box, in addition to the replacement cost for any damage incurred.
- The BPL is not responsible for the connection of a borrowed device to other electronic devices, or data loss resulting from use of a borrowed device. The BPL is not responsible for downloaded content on tablets.
- The library may not clear stored data stored on devices after it is returned and is not responsible for personal information left on the device.
- The Special Item is not considered returned until all items associated with it (as outlined by the Inventory list included with the item) have been returned to the library in good condition. If any items are missing upon return, the library reserves the right to refuse acceptance of the equipment until all items are returned. This refusal does not waive any late fees.

5. Conditions for Loss & Damage of Special Items:

- The BPL reserves the right to charge the borrowing patron's account for the cost of repairing or replacing a damaged item covered under this borrowing agreement at the CEO's discretion. Borrowing patrons will not be held liable for damage that the Library judges to be the result of normal wear and tear.
- Borrowing patrons will be charged for the cost of replacing a lost item covered under this borrowing agreement.
- The BPL reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning items covered under this borrowing agreement.

****The Ontario Parks Day-use Vehicle Permit does not guarantee park entry. Park operating season and capacity limitations will apply. The permits must be displayed on the rear-view mirror or dashboard of the vehicle while it is in a park. Borrowers must abide by park rules.

Appendix A

Special Items Chart

Material Type	Loan period	Age Restriction	Renewals	Replacement Fee	Late Fee
Rod & Tackle	7 days	With parental permission	1 renewal		\$5/day up to \$100
Winter Rod & Tackle	7 days	With parental permission	1 renewal	\$125	\$5/day up to \$100
Dvd Player	7 days	18 Years	1 renewal	\$50	\$5/day
Ontario Park Pass	7 days	18 years	No renewals	\$225 plus taxes	\$20/day
IPAD	7 days	18 years	1 renewal	\$550	\$5/day up to \$150
LaunchPad	7 days	With parental permission	1 renewal	\$150	\$5/day up to \$150
MakeyMakey	7 days	With parental permission	1 renewal	\$75	N/A
Snap Circuits	3 weeks	Standard loan	1 renewal	\$30	N/A

Special Items Lending Agreement Form

Name: _____

Address: _____

Phone Number: _____

Material Type Borrowed: _____

Library Card Number: _____

1. I agree to return the items listed in the same working order and condition as when received, and if such equipment is damaged or lost while on loan, agree to reimburse the library for the cost of replacement. This includes any items included in the Inventory, cases that the items were loaned in, charging cords, etc.
2. I have read, understand and agree to the terms and conditions of this Special Items Lending Agreement.

Signature of Borrower: _____ **Date:** _____

For Library Staff to complete when loaning special items:

I have reviewed the Items inventory, all items are accounted for and were in good working order when loaned to the individual listed above.

Staff Signature: _____ **Date:** _____

For Library Staff to complete when checking-in special items:

I have reviewed the Items Inventory, and all items are accounted for and were returned in good working order.

Staff Signature: _____ **Date:** _____