

Devices and Special Collections Policy
February 14, 2013
Revised 6/16/16, 12/12/17, 2/13/18
Reviewed 1/8/22

Devices and Special Collections items will be available for patrons to check out from our library.

Guidelines for Borrowing:

- Borrowers must be at least 18 years old.
- Patron's library card must not have fees greater than \$2.00, no over-dues, no lost items, and no limits or restrictions on borrowing privileges.
- Patron must have been a member with the library for a minimum of 90 days.
- A brief training is required prior to checking out the Devices or Special Collections items for the first time.
- A User Agreement Form must be completed prior to the first check out.
- *Exploring Human Origins* skulls are restricted to classroom use, only.

Guidelines for Use:

- The loan period is for two weeks. There are no renewals.
- The Devices or Special Collections items must be returned to a staff member at the library.
- Failure to return the Devices or Special Collections items to the library within 28 days of the due date or damage to the items will result in replacement costs as outlined in the user agreement.
- Abuse of the Devices or Special Collections items or any of the guidelines may result in restricted borrowing privileges.