



## BORROWING RULES

Collection	Collection Status	Lending Period	Item Limit	Holds	Borrowing Privileges	Renewals	Late Fees
<b>Toy Library</b>	Unavailable	14 days	3 items	No	Juvenile Teen Adult	No	\$2/day Maximum \$10
<b>Digital Media</b> <i>including the Sound Booth and Digital Media Workstations*</i>	Available April 25	14 days	3 Items	No	Teen - Parent/Caregiver Sign-Of Required Adult	No	\$5/day Maximum \$25
<b>Lendery</b> <i>Waiver Required</i>	Unavailable	14 days	3 items	No	Adult	No	\$2/day Maximum \$10
<b>Musical Instrument Lending Library</b>	Coming Soon	14 days	3 items	No	Teen - Parent/Caregiver Sign-Of Required Adult	No	\$5/day Maximum \$25
<b>Markham Cycles</b> <i>Health &amp; Safety Required</i>	Unavailable	14 days	Maximum 4	No	Teen - Parent/Caregiver Sign-Of Required Adult	No	\$5/day Maximum \$25

- Not including document scanning

## LIBRARY RESPONSIBILITIES

- Staff will confirm with customers that the item is undamaged and complete at the time of checkout.
- A full inspection of the item will be performed at a later time after check-in. If a problem is detected during the full inspection Library staff will contact the customer to discuss.
- Items will be cleaned between customers, as appropriate.

## CUSTOMER RESPONSIBILITIES

- Items are borrowed and returned at the desk of the branch at which they were borrowed.
- Items are returned in the same condition in which they were borrowed, barring normal wear and tear.
- Items are returned in the correct packaging.
- Any missing pieces or damage will be reported right away to staff.
- Customers agree to be responsible for any lost, stolen, damaged or incomplete items.
- Customers will clean any item that is dirtied in the course of borrowing, as appropriate.
- Customers accept the Library or partner organization's assessment of the condition of the items and further agree to the assessment of fair restitution for damage, dirtiness, delinquency and/or loss of the items in part or in total.

## SAFETY AGREEMENTS

- I will not use any borrowed items in any way that is contrary to applicable laws, and at all times while in possession of borrowed items adhere to applicable laws.
- I agree that if a borrowed item becomes damaged or unsafe to operate, I will immediately discontinue the use of the item.

By agreeing to these terms and having the Special Collections Agreement added to my customer account, I acknowledge that I have read, understood and agree to these borrowing guidelines for all Markham Public Library Special Collections as it applies to myself or to children for whom I am responsible.