



BORROWING RULES

Now that Milliken Mill is open, all of our Special Collections are available to customers.

Collection	Waivers	Borrowing Privileges	Lending Period	Item Limit	Holds	Renewals	Late Fees
Toy Library	N/A	Juvenile Teen Adult	14 days	3 items	No	No	\$2/day Max \$10
Digital Media including Sound Booth & Digital Media Workstations* ¹	Parent/Caregiver Sign-Off for Teens	Teen Adult	14 days	3 Items	No	No	\$5/day Max \$25
Lendery	Waiver Required	Adult	14 days	3 items	No	No	\$2/day Max \$10
Musical Instrument Lending Library	Caregiver Sign-Off for Teens	Teen Adult	14 days	3 items	No	No	\$5/day Max \$25
Markham Cycles	Health & Safety Required + Parent/Caregiver Sign-Off for Teens	Teen Adult	14 days	4 items	No	No	\$5/day Max \$25

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.

¹ Not required for document scanning

- 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.