

Ventress Memorial Library

Equipment Loan Policy

Certain Ventress Memorial Library (VML) equipment may be borrowed at no charge for use outside the library. A list of equipment available for check-out is located at any public service desk. This list includes a description of the equipment, who is eligible to check it out, the length of the check-out time, and the replacement cost of the equipment.

To be eligible to check-out equipment, the borrower must be at least 18 years of age, have a VML card in good standing, and have a picture identification.

Before checking out, all borrowers must read and sign an equipment agreement. Any non-profit who wants to check out equipment must have an authorized officer or member sign the equipment agreement.

Upon request, the check-out time may be extended. Whether an extension is granted is at the discretion of the Head of Circulation Services or the Circulation Supervisor, who will take into consideration not only the need of the borrower, but public demand.

Equipment is assumed to be in good working condition at the time of check-out. Equipment will be inspected and inventoried after each use and the borrower shall be responsible for the cost of any repair or replacement parts, up to the cost of replacement. If the equipment is lost, stolen, or damaged beyond repair the borrower is responsible for the full replacement cost. Failure to pay will result in suspension of check-out privileges and possible revocation. Borrowers may also be subject to criminal prosecution under M.G.L. ch.266 §99A.

Adopted by the Library Board of Trustees August 17, 2016

Equipment Listing as of 08-17-16

Item	Loan Period	Replacement Cost
iPad Air 2 Wi-Fi 16 GB (Gold)	2 Weeks (No Renewals)	\$ 499.00
iPad Air Wi-Fi 16 GB	2 Weeks (No Renewals)	\$ 399.00
iPad Mini 2 Wi-Fi 16 GB	2 Weeks (No Renewals)	\$ 299.00
Kindle Fire HDX	2 Weeks (No Renewals)	\$ 379.00
Samsung Galaxy Tab 3 Lite Wi-Fi 8 GB	2 Weeks (No Renewals)	\$ 159.99
Kindle Fire HD	2 Weeks (No Renewals)	\$ 139.00
Surface Keyboard/Cover w/backlighting	2 Weeks (No Renewals)	\$ 79.99
Surface 2 (Model # 1572)	2 Weeks (No Renewals)	\$ 449.00
Surface Keyboard/Cover 2 w/backlighting	2 Weeks (No Renewals)	\$ 79.99
Surface 2 (Model # 1572)	2 Weeks (No Renewals)	\$ 449.00
Samsung Galaxy Tab4 Wi-Fi 8GB	2 Weeks (No Renewals)	\$ 199.99
Surface VGA adapter	2 Weeks (No Renewals)	\$ 39.99
Belkin Keyboard Case for iPad	2 Weeks (No Renewals)	\$ 99.99

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

Massachusetts General Law: Chapter 266 Section: 99A Libraries; theft of materials or property; destruction of records

Section 99A. Whoever willfully conceals on his person or among his belongings any library materials or property and removes said library materials or property, if the value of the property stolen exceeds two hundred and fifty dollars, shall be punished by imprisonment in the state prison for not more than five years, or by a fine of not less than one thousand nor more than twenty-five thousand dollars, or both; or, if the value of the property stolen does not exceed two hundred and fifty dollars, shall be punished by imprisonment in jail for not more than one year or by a fine of not less than one hundred nor more than one thousand dollars, or both, and ordered to pay the replacement value of such library materials or property, including all reasonable processing costs, as determined by the governing board of said library.

Any person who has properly charged out any library materials or property, and who, upon neglect to return the same within the time required and specified in the by-laws, rules or regulations of the library owning the property, after receiving notice from the librarian or other proper custodian of the property that the same is overdue, shall willfully fail to return the same within thirty days from the date of such notice shall pay a fine of not less than one hundred nor more than five hundred dollars and shall pay the replacement value of such library materials or property, including all reasonable processing costs, as determined by said governing board. Each piece of library property shall be considered a separate offense.

The giving of a false identification or fictitious name, address or place of employment with the intent to deceive, or borrowing or attempting to borrow any library material or property by: the use of a library card issued to another without the other's consent; the use of a library card knowing that it is revoked, canceled or expired; or, the use of a library card knowing that it is falsely made, counterfeit or materially altered shall be punished by a fine of not less than one hundred dollars nor more than one thousand dollars.

The willful alteration or destruction of library ownership records, electronic or catalog records retained apart from or applied directly to the library materials or property shall be punished by imprisonment in the state prison for not more than five years or by a fine of not less than one thousand nor more than twenty-five thousand dollars, or both, and shall pay the replacement value of such library materials or property, including all reasonable processing costs, as determined by the governing board having jurisdiction.