

Pikes Peak Library District Studio Equipment Loan Guidelines

Studio equipment is available for check out by individuals 18 and over with a PPLD library card in good standing. Those with a CLC library card beginning with a 7 cannot check out audio and video equipment.

A valid photo ID and PPLD library card are required to check out studio equipment.

- I understand studio equipment must be checked back in by its due date.
- If an item is overdue, I understand **finer accrue** on studio equipment for each day or portion thereof, up to five days, until equipment is returned.
 - If not returned by beginning of business on the 6th day past due, the equipment will be considered **lost**, and the whole replacement cost will be billed to the borrower's account, which will also be blocked.
 - **For items worth over \$500, staff will file an incident report with PPLD security, and they will contact the local police.**
- I understand by borrowing equipment from PPLD I am responsible for the equipment and all accessories. I will reimburse PPLD for any damages if the equipment or an accessory is damaged, lost, or stolen while checked out to me.
- Equipment must be checked out and checked back in through a Library staff member only. It cannot be returned in a book drop. Until equipment is returned to a Library staff member and is checked in, it is my responsibility.
- Studio equipment must be returned to the location from which it was checked out.
- I understand I may have to provide my own removable storage. I understand the library will not be held responsible for any damage to or loss of data or media while I am using the equipment.