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 fines 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.