

The Bridgton Public Library has developed Special Collections to allow circulation of non-conventional materials that may be of greater value than a standard item (book, audiobook, or DVD). Any item from our Special Collections must be checked out and returned at either the Main Circulation Desk or Youth Services Desk.

A valid library card with no outstanding balance is required. Borrowers of Special Collections items with a replacement value \$75 and over (see list) must be 18 years or older and must sign the Special Collections Use Agreement.

LOAN PERIOD AND FINES

Loan periods vary, depending on the item type. All Special Collection Items may be renewed once as long as there is no hold on the item.

We do not have overdue fines though we do require payment for lost items. Once a Special Collection item is overdue, the patron's account will be locked until the item is returned or payment has been received for replacement. Replacement cost for each item will be included in the container with the individual item.

PROPER USE AND LIABILITY

The borrower is solely responsible for the item and will be billed reasonable repair or replacement costs associated with damage or loss, including peripherals/components, due to neglect or abuse. The Library has sole discretion in making these decisions.

The borrower assumes all risks for any injury, loss, or damage that may occur from use of any Special Collections item(s). Youth under the age of 18 must have adult supervision using an item that requires a Use Agreement, and the borrower assumes all risk.

The responsibility to protect against loss is the borrower's. Staff will inspect Special Collection items prior to borrowing and again upon return. Please return the Special Collection item, with all parts and peripherals/components, in the original library container to the Main Desk or Youth Services Desk of the Bridgton Public Library.

Special Collection Item Use Agreement

I, _____, take full responsibility for the Special Collection item I am checking out. The replacement cost of the [item] and its [peripherals/components] will be \$[value] if the item is lost, stolen, or broken while in my care. I will pay the replacement fee of \$[value] if I fail to return the item at all or return it in unusable condition (to be determined by the library director).

I understand that I am responsible for any injury, loss, or damage that may occur from use of any Special Collection item(s). I assume all risk for any youth under the age of 18 who may use this item while it is checked out to me.

To the Bridgton Public Library’s knowledge, the device is in working order at the time I am checking it out. If the Special Collection item is used for food preparation, it is the borrower’s responsibility to clean the item before and after use.

The checkout period for this device is [circulation period] and may be renewed up to one time if there is no hold on the item. If I have not returned the device by the final due date available, I understand that I will be held responsible for the \$[value] cost to replace the [item] and [peripherals/components].

I understand that the Special Collection item must be returned inside the library directly to a library staff member. The device may not be returned in the drop box.

Patron Signature: _____ Checkout Date: _____

Staff Use:

Checkout:

Staff Member Name: _____

- All parts listed on the container are included
- Confirmed user contact info
- Gave user copy of this completed agreement

Check in:

Staff Member Name: _____ Return Date: _____

Patron Name: _____ Return Date: _____

- All parts listed on the container are included
- The item being returned was returned in good working order