

CIRCULATION POLICY FOR
LEOMINSTER PUBLIC LIBRARY SCIENCE KITS

- All borrowers of science kits must read and sign a copy of this policy before borrowing any kits. The signed cop will be kept on file at the library.
- Science kits may only be borrowed by patrons whose library card is in good standing (“good standing” means that the borrower has no outstanding fines or charges for lost materials on his/her record).
- Only one kit at a lime may be borrowed for the use of the residents at the same household address or the students in one teacher’s classroom
- Science kits circulate for three weeks. One renewal is allowed if there are no reserves on the kit. Renewals FOR SCIENCE KITS ONLY may be made by phone.
- Entire science kits must be borrowed; individual science kit items are NOT available for loan.
- When a kit is borrowed, the holder of the library card used to check out the kit must be present. That person is also responsible for any charges or fines which may apply.
- Science kits may be reserved in advance for use during a specific 3 week loan period. Library users may have only ONE KIT AT A TIME on reserve. Should multiple requests be made for the same kit and the same 3 week loan period, reservations will be filled on a first-come, first-served basis.
- Science kits must be returned to the children’s room IN PERSON and must be given to a library staff member.
- **OVERDUE FINES OF \$10.00 FOR THE FIRST DAY AND \$1.00 FOR EACH ADDITIONAL DAY** will be charged if a science kit is returned after the due date. Fines will accrue until the kit is returned.
- Science kits will be inventoried when they are returned. A borrower’s record will not be cleared until children’s room staff is satisfied that the kit is ready for the next circulation.
- Borrowers are responsible for replacement if an entire kit or any of its contents is lost or damaged: Loss of a complete kit: \$400 - Loss of individual kit items: list, price OR the default price for similar library materials applicable at the time of billing.

Repeated disregard of the science kit circulation policy will jeopardize your borrowing privileges. After three major violations, you will be prevented from borrowing any science kits for an entire calendar year.

This policy will be reviewed annually.

I have read and accept the terms of this science kit circulation policy.

Signature _____ Date _____ User ID# _____

Due Date _____

Notes:

