



Beals Library Santa Suit Borrower Form

DATE: _____ / _____ / 20_____

Borrower's Name	
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Library Card Number	
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Reservation date	____ / ____ / ____	Check out date	____ / ____ / ____
Due date	____ / ____ / ____	Check in date	____ / ____ / ____

Check Out Check List:

Please check that the patron has the following before checking out:

<input type="checkbox"/>	Pants	<input type="checkbox"/>	Belt
<input type="checkbox"/>	Coat	<input type="checkbox"/>	Beard
<input type="checkbox"/>	Hat	<input type="checkbox"/>	Wig
<input type="checkbox"/>	Boot Covers	<input type="checkbox"/>	

Check in Check List:

Item Return Date: ____ / ____ / 20_____
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Library Staff Initials: _____

Was the Santa Suit Overdue?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many days? _____
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Please fill out the chart below. *Please Note: All items must be returned in Good Working Condition. If an item is overdue, missing or damaged the patron is responsible for all costs.*

Item	Returned	Damaged	Missing
Pants			
Coat			
Hat			
Boot Covers			
Belt			
Beard			
Wig			

Borrower's Agreement

I understand that the Santa Suit must be checked out by a patron of the Beals Memorial Library whose library card is in good standing. If under 18 a parent or guardian must sign borrower form.

Check out: I understand that only the person with the reservation must pick up the device with their own library card. If under 18 a parent or guardian must sign borrower form.

Return: I understand that the Santa Suits **MUST** be returned directly to a library staff member at the circulation desk.

Loan Period: I understand that the loan period is 1 week (7 day) with no renewal. Late Fees are \$5 a day for each day the Santa Suit is kept over the week period. A week after the loan period and you will be charged a replacement fee of \$240.

Santa Suit is only available from November-January.

Liability: I accept full responsibility for the Santa Suit and accessories while checked out to me, including:

- I am liable for repair costs if the Santa Suit is returned damaged.
- I am liable for replacement costs (outlined below) if the Santa Suit is lost or stolen while checked out to me.
- Any costs incurred will be added to my library account and must be paid to the Beals Memorial Library in full.
- **Replacement Cost:**
 - \$75: Pants
 - \$75: Coat
 - \$25: Wig
 - \$25: Beard
 - \$20: Hat
 - \$15: Boots
 - \$5: Belt
 - \$240: Full Replacement

I agree to follow the Beals Memorial Library's Library of Things Lending Policy when borrowing the Santa Suit. I accept all responsibility for any damages and missing pieces while the Santa Suit is checked out in my name.

Borrower's Signature		Date: ____ / ____ / 20____
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Library Staff Initials		Date: ____ / ____ / 20____
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