



# Beals Library Sewing Machine Borrower Form

DATE: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

<b>Borrower's Name</b>	_____
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<b>Library Card Number</b>	_____
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<b>Reservation date</b>	____ / ____ / ____	<b>Check out date</b>	____ / ____ / ____
<b>Due date</b>	____ / ____ / ____	<b>Check in date</b>	____ / ____ / ____

### Check Out Check List:

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

\_\_\_\_\_ Machine      \_\_\_\_\_ Foot Pedal      \_\_\_\_\_ Case

### Check in Check List:

<b>Item Return Date:</b> ____ / ____ / 20____
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<b>Library Staff Initials:</b> _____
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<b>Was the Sewing Machine Overdue?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, how many days?</b> _____
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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
Machine			
Foot Pedal			
Case			

## Borrower's Agreement

I understand that the Sewing Machine 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 Sewing Machine **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 Sewing Machine is kept over the week period. A week after the loan period and you will be charged a replacement fee of \$164.

**Liability:** I accept full responsibility for the Sewing Machine and accessories while checked out to me, including:

- I am liable for repair costs if the Sewing Machine is returned damaged.
- I am liable for replacement costs (outlined below) if the Sewing Machine 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:**
  - \$100: Machine
  - \$24: Case
  - \$40: Foot Pedal
  - \$164: Full Replacement

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

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