

**BEDFORD PUBLIC LIBRARY
LENDING WAIVER AND AGREEMENT
LIBRARY OF THINGS**

Lending Agreement

- This Agreement covers any and all items used or borrowed by the undersigned from the Bedford Public Library, Library of Things (the "Items").
- To abide by the Bedford Public Library lending guidelines as stated above.
- To pay all fees as stated above.
- To pay entire replacements costs should the Items or components be lost, damaged, or not returned.

I, _____ (print name), state that I am capable and experienced in using the Items I am borrowing, and that I will use the Items I am borrowing in a proper manner. I further acknowledge that I have reviewed the contents of any borrowed Items, that all parts are present, and the Items are in good working order at checkout.

In consideration of being permitted to use or borrow the Items, I hereby voluntarily waive, release, and discharge and covenant not to sue the City of Bedford, and the Bedford Public Library, their respective successors, assignees, officers, agents, employees, and volunteers (hereafter referred to as "Releasees") from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, incurred by me or any third party, whether caused by any defect in the Items, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my use or borrowing of the Items. This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives, and assigns.

This Agreement shall become effective as of the date of its execution and shall continue in effect until terminated or revoked.

PRINT NAME
ADDRESS: _____

PHONE NUMBER: _____
EMAIL ADDRESS: _____

SIGNATURE

DATE

BEDFORD PUBLIC LIBRARY
LENDING GUIDELINES AND AGREEMENT
LIBRARY OF THINGS

Guidelines for Borrowing and Use

- Library of Things Items may be checked out at the Information Desk.
- Items MUST be returned to the Information Desk.
- A valid Bedford Public Library card and no outstanding fines over \$10.00 is required to borrow any Item.
- Borrowers must be 18 years or older and reside in Bedford or be an active library volunteer or a City of Bedford employee.
- A valid U.S. government issued ID with picture and current address must be presented at checkout.
- Borrowers must read, understand, and sign the agreement at the Information Desk in the presence of library staff before any Item may be checked out from the Library of Things.

Checkout Limits

- Items may be borrowed for 1 week from the checkout date. Patrons may only check out 5 Items at a time. Items cannot be renewed. Patrons may place up to 5 Items on hold.

Fines and Liability

- If an Item is more than 30 days overdue, it is considered lost or converted to your own use and you will receive a bill to cover the replacement. If a billed Item is returned in good condition, the bill will be removed from your record.
- Patrons who lose or damage an Item from the LOT collection will be charged a \$50.00 processing fee in addition to the cost of the Item. Patrons who return LOT Items requiring cleaning or reprogramming will be charged a \$20.00 fee.
- The Borrower is solely responsible for the Item and will be billed for the repair or replacement cost associated with damage loss of any Item and/or peripherals as a result of neglect or abuse. Fees for damages or loss may be incurred up to one week after check in.
- A list of replacement costs of Items is maintained by the library and is available for viewing upon request.
- Customers who have paid for lost Items, then find them within 90 days past the due date, may receive a refund. If customers find Items 90 or more days after the due date, no refunds will be made.
- It is the borrower's responsibility to protect the Item against loss or damage.
- The Bedford Public Library is not responsible for any injury, loss or damage that may occur from the use of any Item.
- The Bedford Public Library is not responsible for the loss of data while using any Item.
- Texas Penal Code Title 7 Sec. 31.03. THEFT. (a) A person commits an offense if he unlawfully appropriates property with intent to deprive the owner of property. Initial here.

Care and Operation

- Items shall not be used in a manner inconsistent with its intended design and purpose.
- By checking out the Item the patron is certifying that they are capable of using the Item in a safe and proper manner.
- If any Item borrowed becomes unsafe or in a state of disrepair the patron must immediately discontinue use and notify the Library as soon as possible.
- The patron will not make any modifications or alterations to Items.
- All Items should be returned in the same or better condition as they were borrowed in, excluding normal wear.
- All Items must be cleaned before being returned to the Library or a cleaning fee will be charged.
- The Library does not provide supervision or instruction for the use of any Item.