

Instrument Lending Policy and Agreement

Guidelines for Borrowing and Use

- Musical Instruments can only be checked out from and returned to the Yorba Linda Public Library Circulation desk. DO NOT USE BOOKDROP.
- A valid Yorba Linda Public Library card.
- Borrowers must be in good standing with the Library, with a current address on file, and no outstanding fines of \$5.00 or more.
- Borrowers must be 14 years or older. Borrowers must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member every time (s)he checks out a musical instrument.
- Parents or legal guardians may check out musical instruments for children under 14.
- Only one instrument may be checked out per card.
- Musical instruments check out for six weeks and are not renewable.

Fines and Liability

- The overdue fine is \$2.00 per day for a maximum of \$10.
- The borrower is responsible for costs associated with damage or loss of musical instrument and/or peripherals due to neglect or abuse. The complete replacement cost for a musical instrument is \$300 for guitars and \$100 for ukuleles.
- Account balances over a certain amount may be referred to a Collection Agency with a Service Fee added to the account.

Proper Care and Use

- As with any musical instrument, use care when handling.
- The musical instrument may not be altered in any way. This includes but is not limited to: switching the strings, adding stickers, removing hardware, etc.

Musical Instrument Lending Agreement

I agree:

- To abide by the Yorba Linda Public Library's Music Instrument Lending Guidelines as stated above.
- To pay an overdue fine as stated above if returned late.
- To pay full repair and/or replacement costs should the musical instrument or any peripherals be stolen, lost, not returned or damaged.

I have read the entire document and my signature below indicates my agreement with the above statements.