



LIBRARY ASSET LOAN POLICY

Approved by the Vista Grande Public Library Board of Directors - 2019-10-02

Approved 2022-10-17

The Vista Grande Library Board has determined that, at present, there will be no loan of non-circulating assets to patrons or other library personnel with the sole exception of meeting room chairs, which, being technically owned by Santa Fe County, may be loaned to the Senior Center for special events. Authorized County parties will sign out chairs and agree to fiscal responsibility.

Loaning of other County-owned materials such as electronics or other library furnishings is not deemed viable at this time. Special requests by the County may be taken under advisement by the Library Board and Director if they arise.

Eligible Items

1. 27 Chairs \$150 each

Responsibility for Library Assets

1. Borrower agrees to return items in same condition in which they were borrowed.
2. Borrower will be given a time frame by which items are to be returned and will return within that time frame.
3. Borrower will not loan library assets to any other parties or allow them to be used outside of borrower supervision.
4. Items will be used only for application purpose
5. Borrower will reimburse VGPL for the listed value of each item if the asset is lost, damaged or otherwise not returnable in same condition as when borrowed.
6. If items are returned later than specified but in otherwise good condition, borrowing privileges will be revoked.

COUNTY ASSET LOAN AGREEMENT

To be signed by a borrower.

I have read, understand and agree to abide by the Asset Loan Policy.

Name (print) _____

Signature _____

Item _____

of items _____

Contact email address _____

Contact phone _____

Purpose for which items are being checked out:

I hereby agree to:

1. Return items in same condition in which they were borrowed.
2. Return all borrowed items
3. Return items within specified time fram
4. Not loan library assets to any other parties or allow them to be used outside of borrower supervision.
5. To only use items for specified purpose
6. To, by no later than two weeks after the return date, to reimburse VGPL for the listed value of each item if the asset is lost, damaged or otherwise not returnable in same condition as when borrowed.

Value of borrowed assets

Chairs \$150 each

Date loaned _____

To be returned no later than 5pm on _____

Signature _____

Item(s) returned: [☐] Yes [☐] No [☐] N/A

Condition after use: [☐] Satisfactory [☐] Unsatisfactory (describe below)