

LOAN AND RENEWAL POLICY

The standard loan period is 21 working days, with two 21-day renewals. An item may not be renewed if a reserve has been placed on it for another patron. Renewal of overdue items is allowed. There is no limit on the number of standard loan items per card. Teachers are limited to a maximum of 50 holds, Outreach delivery patrons are limited to 300 holds, and all other patrons are limited to 25 holds. The following items contain exceptions to the standard loan period:

COMPACT DISCS	Limited to 10 per card.
BOOKS ON COMPACT DISC	Limited to 10 per card.
DVDS / BLURAY	Limited to 10 per card.
CD-ROMS	Limited to 10 per card.
SOFTWARE/GAMES	Limited to 5 per card.
FISHING POLES	Limited to 1 per card.
BOOK BASKETS/BAGS	Limited to 1 per card, except Teacher profile limited to 5 per card.
LINCOLN KITS	
FIELD TRIP KITS / IDNR KITS / METER READERS	No limit. Standard Loan applies.
IPADS AND CODING TOYS	These items are limited to 2 per card. Items are checked out for a period of 1 hour for use inside the Library only.
REFERENCE MATERIALS	These items are loaned only with special permission from the Manager of Information Services.
STREAMING MEDIA PLAYERS	Loan period is 7 days with no renewals allowed. These items are limited to one per adult card. May not be checked out by anyone under 18.

Quincy Public Library
Board of Trustees
Adopted March 9, 1993
Revised April 13, 1999
Revised May 8, 2001
Revised December 11, 2002
Revised August 13, 2002
Revised November 13, 2018

Revised April 13, 2004
Revised April 11, 2006
Revised April 8, 2008
Revised April 13, 2010
Revised June 11, 2013
Revised March 14, 2017
Revised November 14, 2017

Streaming Media Player LOAN AGREEMENT

Name	Patron is age 18+ <input type="checkbox"/>
Address	Phone
Email	Card Number <i>(last 4 digits)</i>
Streaming Media Player Package Number (circle one)	1 2

I have read and accept the following:

- The above information is current and true.
- I have reviewed the contents of the Quincy Public Library Streaming Media Player equipment package and confirm that all items listed below were included in the package loaned to me and labeled QPL Roku (number circled above.)

Roku Streaming Media Device	6 ft. Composite A/V Cable
Roku AC Adapter	User Guide and Laminated Insert Card
Roku Remote Control	Carrying Case with QPL Tag
- I am responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while it is in my care.
- I will not download or delete any accounts, titles, or content from the Streaming Media Player. Quincy Public Library Streaming Media Players are pre-associated with selected accounts and content, in accordance with library collection policies. The library is not responsible for any costs incurred while I am using the equipment.
- The library may not clear all stored data from the Streaming Media Player after it is returned and is not responsible for personal information left on the device.
- The library is not responsible for unforeseen hardware or software failure.
- The Streaming Media Player equipment package must be returned to Quincy Public Library by the due date listed and is not renewable.
- The complete package must be returned to a library staff member at the Check Out Desk within Quincy Public Library and may not be returned to a drop box or to any other library. A \$5.00 fee will be charged for returns to a drop box, in addition to the replacement cost for any damage incurred.
- The package is not considered returned until all items within it have been returned to the library in good condition. The fee for late return of the Streaming Media Player equipment package is \$1.00 per day.
- I am responsible for damaged and/or missing pieces of the package. I agree to pay all replacement costs associated with the damage, loss, or theft of any or all of the items in the Streaming Media Player equipment package loaned to me up to a maximum of \$100.00.

DUE DATE

Patron's Signature: _____ **Date:** _____

Quincy Public Library * 526 Jersey St Quincy, IL 62301 * 217-223-1309 * www.quincylibrary.org

For Quincy Public Library Staff Use Only

CHECKOUT The device was checked out on a valid adult library card and patron was given a copy of the loan agreement. All package items were present and in good condition.

Loan Date: _____ Staff: _____

CHECKIN All package items were present and in good condition.

Return Date: _____ Staff: _____