

**Aram Public Library Policy 2.10
Loan of Non-Circulating Materials**

Adopted August 18, 2014

From time to time Aram Public Library is asked to loan items that are not in the circulating collection. An important example is for items from Aram's collection of art, but this policy also covers loans of more common items such as tables or other furniture, electronic equipment, reference materials or objects used in library programs.

Eligibility

Loans generally will be made only to local non-profit organizations and for time periods of less than one week. The Library Director and/or the Board of Trustees may approve exceptions to these guidelines.

Procedure

Requests for loans should be made to the Library Director. In most instances the Library Director can approve or deny the request.

In the case of unique or valuable items, the Director will seek the advice of the Board of Trustees. A loan form will be prepared which lists the items, the requesting organization, the purpose of the loan, the name and contact information for the responsible person and the date by which the items will be returned (see sample form).

The Director and/or the Board may place restrictions on the use of the loaned items. In the case of art work there shall be restrictions to protect the Library's intellectual property rights.

Adopted August 18, 2014

ARAM PUBLIC LIBRARY
Agreement to Loan Non-Circulating Materials

Items requested:

Purpose:

Date items to be returned:

Requesting organization:

Responsible person (and contact information):

It is agreed that the following restrictions on use have been placed on the use of the borrowed items:

Borrower/responsible person

Approved, Library Director

Date