

# Ukulele Lending Policy

#### Availability

The library has five Ukulele Kits to lend out to patrons. Ukulele Kits include the following items:

- Ohana soprano ukulele
- Hal Leonard Ukulele Method Book 1
- Ohana CT-22 Electric Tuner with instructions

#### Eligibility

- The borrower must have a current Lehigh-Carbon Library Cooperative card with no outstanding charges or items.
- The borrower must be 10 years of age or older. If under 18, the borrower must have a Ukulele Kit Borrowing Agreement with a parent or guardian signature on file in the library.
- The borrower must have read and agreed to the Ukulele Lending Policy in its entirety.
- Only one Ukulele Kit per library card can be checked out at a time. A user may not check out a Ukulele for another person unless that user is a parent/guardian checking out a Ukulele for supervised use with their young child/ren.

### Loan Duration

- First come, first served.
- 3 weeks
- May be renewed unless other patrons have placed them on hold.
- Holds can be placed, but no specific date or color of Ukulele can be guaranteed.

#### **Replacement Costs**

Unreturned/Damaged* Ukulele	\$99.00
Missing/Damaged Lesson Book	\$10.99
Missing/Damaged Electric Tuner	\$27.00
Missing/Damaged Case	\$25.00

\*Damage to the body, neck, or tuning pegs of the instrument resulting in loss of functionality of the Ukulele.

#### **Regulations of Use**

- The borrower is responsible for the Ukulele from the time of acceptance until which time staff clears and records its return.
- The Ukulele must be returned directly to staff at the Coplay Public Library desk during normal business hours. **Do** not return to another library or to the book drop.
- The fine for returning the Ukulele to another library or to the book drop is \$15.00.
- The Ukulele and all its accessories must be returned in the same condition as when it was borrowed.
- The working condition of the Ukulele and its accessories will be assessed before checkout and upon its return.
- Borrowers are responsible for damage to the Ukulele and any of its accessories.
- A patron will need to complete a Ukulele Kit Borrowing Agreement acknowledging financial responsibility for damaged or lost musical instruments and/or accessories.
- Overdue fines are \$1.00 per day.
- If the Ukulele Kit is not returned within two weeks of the due date, the patron will receive a bill for the musical instrument and accessories according to the replacement costs listed above.
- The Coplay Public Library reserves the right to refuse service to anyone who abuses the musical instruments or is repeatedly late in returning the Ukulele Kits.

**COPLAY PUBLIC LIBRARY** 49 South Fifth Street Coplay, PA 18037 Phone: 610-262-7351 Fax: 610-262-4937 coplaypubliclibrary@gmail.com



### Ukulele Kit Borrowing Agreement

- I agree to accept full responsibility for the Ukulele and its accessories while it is checked out to me. I acknowledge that the Ukulele is to be used only by me or under my strict supervision, since I am accepting responsibility for it.
- I have read the Ukulele Lending Policy and agree to abide by the conditions of use when checking out the Ukulele Kit.
- I understand that the Ukulele is **not** a toy, but an actual musical instrument.
- I will not alter the Ukulele or any of its accessories in any way. This includes, but is not limited to, switching the strings, adding stickers, removing hardware, etc.
- I will return the Ukulele Kit to staff at the Coplay Public Library desk by the due date.
- I acknowledge that failure to return the Ukulele Kit checked out to me from the Coplay Public Library within two weeks of the due date constitutes theft, over which the library may pursue prosecution of me.
- I accept full financial liability for the Ukulele Kit while it is in my possession.
- I agree to pay all costs associated with the damage to, tampering with, or theft of the Ukulele Kit while it is checked out to me.
- I further acknowledge and agree that failure to abide by the library's Ukulele Lending Policy may result in the library's refusal to permit me from borrowing a Ukulele Kit in the future.

Print Name

Signature

Library Card #

## For Parents/Guardians of Children with Lehigh-Carbon Library Cooperative Cards

I hereby authorize the above child to borrow a library Ukulele Kit, and I agree to be bound by the terms of this agreement and to be responsible for any damage or theft that occurs to the musical instrument and its accessories while it is checked out to my child.

 Parent/Guardian Name
 Signature
 Date

 Staff Use Return
 Ukulele Condition
 All Accessories?

 Date
 Ukulele Kit Barcode
 NO Damage
 DAMAGED
 YES
 NO
 Staff Initials

Date