BILLINGS PUBLIC LIBRARY DIY DEMOCRACY KIT LENDING AGREEMENT

Guidelines for Borrowing and Use
• Crates can only be checked out from and returned to the TECH Lab
• In order to check out a crate, the online Google form must be filled out in order to schedule a
time for pick up of the crate
• A valid Library card AND a current photo ID must be presented at the time of checkout.
  Borrowers must be in good standing with the Library, with a current address on file and no
  outstanding fines.
• Borrowers must be 18 years old or older. Borrowers must read, understand, and sign this
  agreement in the presence of a Library staff member every time (s)he checks out a crate.
  Crates may be borrowed for a four-week interval, and may be renewed for one extra week if
  available by emailing teens@Billingsmt.gov or calling (406)696-8538.

Fines and Liability
The borrower is responsible for costs associated with damage or loss of crate equipment due to
neglect or abuse. The replacement cost for a kit is $1000.

Proper Care and Use
As with any library item, use care when handling. Do not expose items to extreme temperatures
or liquids. The digital files and items stored on the included Flash Drive shall not be altered.

DIY Democracy Kit Lending Agreement
I agree: (please initial)

_____To abide by Billings Public Library’s DIY Democracy Kit 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 kit items be stolen, lost, not returned or
damaged.

_____That I have gone through an inventory with a library staff member before checking out the
crate, and that all equipment presented on the inventory is present and accounted for at time of
check out.

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

Print Name________________________________ Library Card #_______________________

Patron Signature_____________________________________________________________________

Kit ___________________ Checkout Date__________ Due Date__________ Staff Initials____

Kit Returned Date____________________ Staff Initials__________________________________