

BPL Kits User Agreement Form

(Big Moments, Citizen Science, Hooked on Phonics, Launch pads & more)

Name of Kit _____ DUE DATE & Staff Initials _____

All Pieces Present At Checkout ☐ Date & Staff Initials _____

BPL Children's Kits Overview

- BPL Children's Kits can be checked out for 28 days.
- BPL Children's Kits can be placed on hold or renewed pending holds on other patrons.
- Cardholders whose accounts show that they have unpaid lost or damaged items or accrued fees of \$5.00 or greater will not be permitted to check out library materials.
- Only One (1) BPL Children's Kit per library card.
- Contents of kit will be inspected in front of patron before being checked out and when returned to ensure items are present and in good condition.
- Patron will be informed of replacement part costs.
- Patron's account will be BARRED at the due date (29 days checked out) until BPL Children's Kit is returned to the Children's Desk. Patron's account will be unbarred upon return of BPL Children's Kit.
- BPL Children's Kits accrue \$1/day in late fees up to a maximum of \$10.
- Damaged or missing items will be charged at rates outlined in each BPL Children's Kit plus an \$8.00 processing fee.
- Kits are to be returned to the Children's Desk. Returns to the book drops, bookmobile, COT, or other desks will not be accepted.

BPL Children's Kit Use Agreement

By signing this form, you agree to the terms and conditions outlined in this agreement when using the Billings Public Library Children's BPL Children's Kit.

I agree (please initial):

_____ To abide by the Billings Public Library Children's BPL Children's Kit Overview agreement stated above.

_____ To pay for damaged or missing BPL Children's Kit parts as outlined and priced within the BPL Children's Kit.

_____ That I have gone through the BPL Children's Kit contents with a library staff member at the time of checkout.

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

Print Name _____ Library Card # _____

Today's Date _____ Patron Signature _____

Staff ONLY:

All Pieces Present When Returned ☐ Date Returned & Staff Initials _____