



Muskego Public Library Equipment Agreement

All Library users who wish to check out equipment for use in the Library must complete and sign this agreement the first time equipment is borrowed. A valid Bridges library card in good standing is required for all users. Users ages 12–17 are required to have a parent or responsible guardian sign this agreement. In addition to the Library’s standard circulation policies, library patrons who check out equipment at the Muskego Public Library agree to the following conditions:

1. I will visually inspect the equipment upon checking it out and bring any damage to the attention of Library staff. I understand the equipment will be inspected by Library staff upon its return, and that damages to the equipment will be evaluated at the sole discretion of Library staff.
2. **I will pay any costs required to repair any damage, loss, or material replacement that occurs to the equipment while it is checked out to me up to the full replacement cost.** I understand cost information is available for me to review, at my request, at the service desks.
3. I will keep the equipment in my immediate possession at all times. Library staff who find an unattended Library equipment will return it, and I may be prevented from checking out equipment again in the future.
4. **I will return borrowed equipment to the appropriate service desk no later than 15 minutes before the Library’s closing time.** If my meeting ends at, or after, the Library’s closing time I will leave the equipment in the meeting room only if I have received prior permission to do so.
5. I will use the equipment only inside the Library. I understand that removing equipment from the premises constitutes theft and I will be charged the full replacement cost as well as potentially face criminal charges.
6. I will not make any changes to the equipment hardware or software, and will return all equipment in the same condition it was in when I checked it out. I understand that the Muskego Public Library is not responsible for any damage to my own hardware, software, or data while I use the equipment.
7. In the event that I fail to pay for the costs to repair damaged equipment as requested by Library staff, my Bridges Library Card will be suspended and all future meeting room reservations I have made will be cancelled, until repair costs are made, and based on the facts and circumstances, I may be issued a Municipal Ordinance Violation for Criminal Damage to Property.
8. **I understand additional fees, processes, or training may be required to use a particular piece of equipment.** Such information will be reviewed with me at the service desk at time of check out.

Staff Initials: _____

Print name

Library Card Number

Signature (Parent Signature if under 18)

Date