

## **Sandwich Board Sign Policy**

The Sandwich board sign is for the use of Lehigh Public Library Patrons and local civic organizations. As a patron of the Lehigh Public Library or spokesperson for your civic organization, we trust you to take great care of the sign and letters while they are in your possession, and to return it to the Lehigh Public Library, or Community Center on time and in the same condition as you received it. Should you break, lose or have any safety concerns about an item while it is in your possession, please report this to the Lehigh Public Library immediately.

1. This sign and letters are the property of the Lehigh Public Library. As such this sign will be made available to the public on a first come, first served basis, with preference given to the Library.
2. Patrons under the age of 18 must have a parent or guardian co-sign this agreement.
3. Prior to borrowing items, all patrons, or civic organization spokesperson, must sign a copy of this policy agreement.
4. Lehigh Public Library staff are able to give basic advice in operating items upon request. However, by taking possession of any item, the patron is certifying that he or she is capable of using that item in a safe and proper manner.
5. Letters must be placed back into their box after you are finished using them and the board and letter box must be returned to the Library or Community Center when you have finished using them. You will make arrangements to return it when you request permission to use it.
6. The patron or spokesperson agrees that Lehigh Public Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed items. Each time you take the sign out you must check it visually before you take it, and make other checks for any faults that you may be able to identify before using it. The patron or spokesperson agrees that if any borrowed item becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the item and notify the Lehigh Public Library.
7. The patron or spokesperson agrees to release and indemnify and hold harmless Lehigh Public Library, its officers, agents, and employees for any and all liability, loss, claims and demands, actions or causes of action for the death and injury to any persons and for any property

damage suffered or incurred by any person, which arises in any way from the use of items I am borrowing from Lehigh Public Library.

8. All items are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All items must be returned clean. The patron or spokesperson agrees to pay for the loss of or damage to any item, and agrees to accept the Lehigh Public Library's assessment of the condition of items and further agree to Lehigh Public Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. The Lehigh Public Library reserves the right to refuse the loan of any item at its discretion.
9. The fee for damage the sign or letters while using it, in accordance with our Circulation Policy, is \$285.95 to replace the board and the cost to replace letters is \$0.25 per letter.
10. I further state that I have read and fully understood the rules and regulations of the Lehigh Public Library, and I understand that failure to comply with any of these rules may result in termination of my borrowing privileges. I understand legal action may be taken against me.

Name: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_ Date Due: \_\_\_\_\_

Staff initials: \_\_\_\_\_

### **Items included in Sandwich Board Sign Kit from the Lehigh Public Library**

1. Sandwich board message sign with 2 sign panels
2. 1 box of 314 4-inch letters numbers and symbols