

## **Sewing Machine Policy/Agreement**

The sewing machine is for the use of Lehigh Public Library Patrons. As a patron of the Lehigh Public Library, we trust you to take great care of the sewing machine while it is in your possession, and to return it to the Lehigh Public Library 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. Sewing machines will circulate for 7 days. Overdue fees are \$5.00 per day.
2. Patrons under the age of 18 must have a parent or guardian co-sign this agreement.
3. Prior to borrowing items, all patrons 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. The patron 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 a sewing machine 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 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.
6. The patron 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.
7. 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 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.

8. 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 Provided in the Sewing Machine Kit from the Lehigh Public Library**

1. Kenmore Sewing Machine
2. User Manual, With copy of Policy/Agreement
3. Assorted Bobbins and Needles
4. Carrying Case

All other materials needed for operation will be provided by the patron borrowing the machine.