

245 Avery Drive, Espanola, ON P5E 1S4  
Ph. (705) 869-2940 Fax (705) 869-6463  
E-mail: [library@espanola.ca](mailto:library@espanola.ca)  
Website: [www.espanola.library.on.ca](http://www.espanola.library.on.ca)



GST No. 12202 5059 RT0001 (Town of Espanola)

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## Equipment Rental – Loan Policy

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1. Borrowers of equipment must be 18 years of age or more, and have a valid Espanola Public Library membership card in good standing, as well as photo identification and proof of address.
2. Fees will be charged as per the Schedule of Fees. The daily fee will be charged only for the days that the library is open. Fees must be paid in advance, in cash, in addition to any deposits required. Rented items must be returned by noon of the date of return, or late fees will be charged.
3. Late fees of one and one-half (1½) times the rental fee will be charged if the equipment is not returned on time. If there is no daily rental fee stated, then late fees will be charged according to the Schedule of Fees.
4. Borrowers will be charged the full replacement value of the equipment, if the equipment is damaged beyond repair or not returned.
5. The Board may charge a security deposit, as per the Schedule of Fees. The deposit must be paid in cash, in advance. The deposit will be returned when the equipment is returned in good condition; or, if the equipment is damaged or not returned, then the deposit will be applied to the replacement or repair costs.
6. Borrowers must sign a form which clearly states the conditions for the loan, and also the liability of the borrower for the timely return of the equipment in good order and / or the payment of all fees owing.

### *Related Documents*

Contracts & Equipment Rental Forms for Projectors, Tablets, & I Pads

### *Revision History*

Date approved: May 26, 2014

Previous policy: Oct, 17, 2011

Date reviewed: June 11, 2018

To be reviewed by: May 2022