

Clarence Public Library STEM Kit Circulation Guidelines

A valid adult (age 17 or older) Buffalo and Erie County Public Library card is required to borrow a Clarence Public Library STEM Kit. The owner of the card must sign a copy of the **STEM Kit Circulation Agreement** at the time of borrowing.

The Clarence Public Library's STEM Kits must be checked out and returned to the circulation desk at the Clarence Public Library. Holds may be placed on STEM Kits for pick up at the Clarence Public Library, however, they will not be transferred to other libraries for circulation.

LOAN PERIODS, RENEWALS & FINES

A maximum of three (3) STEM Kits may be checked out onto a borrower's library card at one time. The loan period is 7-days and kits can be renewed one (1) time for an additional week unless another borrower has a hold placed on the item. Beginning the day after a STEM Kit is due, it will begin to accrue fines on the borrower's card at the rate of \$1.00 per day.

RETURN PROCESS

When a STEM Kit is returned, it will not be immediately removed from the borrower's card. To ensure that a Kit's entire contents are available for use by future borrowers, a Clarence Public Library staff member will carefully examine each within TIME PERIOD of its return. Once it is confirmed that all components present at checkout were returned in functioning order, the Kit will be backdated and removed from the borrower's card.

This process may result in a temporary accrual of fines if the Kit's due date lapses before its contents are confirmed. Any fines incurred this way will be automatically removed once the Kit is officially checked in.

PROPER USE AND LIABILITY

Exercise care when using the STEM Kit. The borrower is solely responsible for the Kit and may be billed for reasonable repair or replacement costs associated with damage or loss of Kit contents due to neglect or misuse. The Clarence Public Library has sole discretion in these assessments.

A laminated photo and list detailing the contents and their respective replacement costs is included with each Kit. Please utilize these resources to ensure all items have been included with the Kit before they are returned to the Clarence Public Library.

The Clarence Public Library is not responsible for any injury, loss, or damage that may occur as a result of using a STEM Kit.

**Clarence Public Library
STEM Kit Circulation Agreement**

By borrowing a STEM Kit, I agree to:

- To abide by the Clarence Public Library's STEM Kit Circulation Guidelines.
- Pay for any fees incurred by damage or loss as assessed by the Clarence Public Library.

I acknowledge that the Clarence Public Library is not responsible for any injury, loss, or damage that may occur as a result of using a STEM Kit.

Borrower's Name (Print): _____

Borrower's Signature: _____ Date: _____

STEM Kit Name: _____ Staff Witness: _____

**Clarence Public Library
STEM Kit Circulation Agreement**

By borrowing a STEM Kit, I agree to:

- To abide by the Clarence Public Library's STEM Kit Circulation Guidelines.
- Pay for any fees incurred by damage or loss as assessed by the Clarence Public Library.

I acknowledge that the Clarence Public Library is not responsible for any injury, loss, or damage that may occur as a result of using a STEM Kit.

Borrower's Name (Print): _____

Borrower's Signature: _____ Date: _____

STEM Kit Name: _____ Staff Witness: _____