



Lake Shore Library Memory Kit Circulation Guidelines

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

The Lake Shore Library's Memory Kits must be checked out and returned to the Lake Shore Library during normal business hours. Holds may be placed on Memory Kits for pick up at the Lake Shore Library; however, they will not be transferred to other libraries for circulation.

LOAN PERIODS, RENEWALS & FINES

Memory Kits may be borrowed for 1-week intervals and renewed up to one (1) time for an additional week unless another borrower has a hold placed on the Kit. Fines will be assessed at \$1.00 per day for each day the Kit is overdue. The library staff will assess fees for replacing items accordingly. A \$7 replacement fee will be charged for any plastic box that is damaged/lost.

RETURN PROCESS

When a Memory Kit is returned, it will be placed in quarantine for 96 hours. To ensure that a Kit's entire contents are available for use by future patrons, a staff member will carefully examine each Kit. Once it is determined the Kit is complete and all pieces are in working order, it will be removed from the patron's library card after the required quarantine period.

This process will result in a temporary accrual of fines. Any fines incurred will be removed once the Kit is checked in.

PROPER USE AND LIABILITY

Exercise care when using the Memory 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 Lake Shore Library has sole discretion in these assessments.

A list detailing the contents their respective replacement costs is included with each Kit.

The Lake Shore Library is not responsible for any injury, loss, or damage that may occur as a result of using a Memory Kit.



Lake Shore Library
Memory Kit Circulation Agreement (Patron Copy)

By borrowing a Memory Kit, I agree to:

- Abide by the Lake Shore Library's Memory Kit Circulation Guidelines.
- Pay for any fees incurred by damage or loss as assessed by the Lake Shore Library.

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

Borrower's Name (Print): _____

Borrower's Signature: _____ Date: _____

Memory Kit Name: _____ Staff Witness: _____

Lake Shore Library
Memory Kit Circulation Agreement (Library Copy)

By borrowing a Memory Kit, I agree to:

- Abide by the Lake Shore Library's Memory Kit Circulation Guidelines.
- Pay for any fees incurred by damage or loss as assessed by the Lake Shore Library.

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

Borrower's Name (Print): _____

Borrower's Signature: _____ Date: _____

Memory Kit Name: _____ Staff Witness: _____