



# Special Collections Lending Policy

***This policy replaces the following Perth East Public Library lending policies:***

*OP-23 Parks Pass*

*OP-25 Board Game*

*OP-28 Bus Pass*

*OP-24 Mobile Wifi Hotspots Lending*

*OP-27 Nintendo Switch Lending*

*OP-29 Snowshoes Lending*

## Statement of Purpose

Perth East Public Library is pleased to be able to offer a variety of non-traditional items to our circulating collection. These additions allow Perth East residents to access technology and equipment that will expand access to digital and physical literacy activities. This policy outlines the lending requirements for these collections.

## Terms of Use

### **Who Can Borrow:**

Perth East Public Library special collections are available to Perth East Public Library Cardholders. Special collections will not circulate to other PCIN loaning libraries.

See **Schedule A** for further details on borrowing eligibility.

### **How to Borrow:**

Patrons can place a hold on eligible special collections materials via the library's [online catalogue](#), by phone 519-595-8395 or in person at the library's circulation desk.

Prior to placing a hold or borrowing equipment, patrons are required to review the Terms of Use. By checking out equipment on their card, patrons agree to these terms.

The patron on whose card equipment is checked out assumes full responsibility for the safe return and condition of equipment.

### **Lending, Renewals & Holds:**

For detailed lending information see **Schedule B**.

Policy Type: Operational

Policy Number: OP-30

Policy Title: Special Collections Lending Policy

Approval Date: January 9, 2024

Last Reviewed: January 2025

Next Review: January 2029

## Fines:

For detailed information on fines and replacement fees, see **Schedule C**.

## How to Return:

Materials must be returned in-person to the library circulation desk. Library users will be charged repair/replacement fees for equipment improperly returned.

Library staff will do a quick visual assessment of equipment upon check-in, but users will remain responsible for the device once a more thorough inspection by staff is completed.

## Conditions for Use:

Any use of library equipment for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene material is strictly prohibited.

Tampering with the security features of library equipment is prohibited and may result in suspension of borrowing privileges and/or payment for damages/replacement. Tampering includes but is not limited to: hacking, cracking, modifications of any sort and copying of licensed games and software.

Use of library technology is subject to Perth East Public Library's Internet Access Policy.

## Privacy:

Perth East Public Library does not monitor or store any data related to users' activity.

## SCHEDULE A

### Special Collection Borrowing Eligibility

Item	Borrower Criteria	Signed Borrowing Agreement
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Parks Pass	Patrons 18+ with an account in good standing	Not required
Perth East Pool Pass	Patrons 18+ with an account in good standing	Not required
Trekking Poles	Patrons 18+ with an account in good standing	Not required
Bus Pass	Patrons 18+ with an account in good standing	Not required
Snowshoes	Patrons 18+ with an account in good standing	Not required
Board Games	Perth East Cardholders	Not required
Hotspots	Patrons 18+ with an account in good standing	Not required
Nintendo Switch	Patrons 18+ with an account in good standing  Account must be at least 6 months old	Required
Internet Access Kits (iPad & hotspot)	Patrons 18+ with an account in good standing  Account must be at least 6 months old	Required
Launchpad	Patrons 18+ with an account in good standing	Not required
C-Pen	Patrons 18+ with an account in good standing  Account must be at least 6 months old	Required
Cubelets	Patrons 18+ with an account in good standing  Account must be at least 6 months old	Required

## SCHEDULE B

### Special Collection Lending Terms

Item	Lending Period	Item Limit	Holds	Hold Period	Renewals
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Parks Pass	7 days	1 per household	Yes <i>(only 1 active hold at a time)</i>	3 days	No
Perth East Pool Pass	7 days	1 per household	Yes <i>(only 1 active hold at a time)</i>	3 days	No
Trekking Poles	7 days	No limit	Yes <i>(only 1 active hold at a time)</i>	3 days	No
Bus Pass	4 days	1 per household	No		No
Snowshoes	7 days	No limit	Yes	3 days	Yes
Board Games	3 weeks	No limit	Yes	5 days	Yes
Hotspots	7 days	1 per household	Yes	5 days	Yes
Nintendo Switch	7 days	1 per household	Yes	3 days	No
Internet Access Kits (iPad & hotspot)	7 days	1 per household	Yes	3 days	No
Launchpad	7 days	1 per household	Yes <i>(only 1 active hold at a time)</i>	3 days	No
C-Pen	7 days	1 per household	Yes	3 days	Yes
Cubelets	7 days	1 per household	Yes	3 days	Yes

## SCHEDULE C

### Fines & Replacement Costs for Special Collections Items

Item	Fines	Replacement Costs
Parks Pass	\$2.00/day	\$200.00
Perth East Pool Pass	\$2.00/day	<i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
Trekking Poles	\$1.00/day	\$109.95  <i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
Bus Pass	\$2.00/day	\$200.00
Snowshoes	\$1.00/day	Snowshoes - \$150.00 Bags or Poles - \$25.00  <i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
Board Games	None	\$5.00
Hotspots	\$1.00/day  <i>Hotspot will be disabled if overdue</i>	Hotspot - \$200.00 Cord or Case - \$15.00

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		<i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
Nintendo Switch	\$1.00/day	Nintendo Switch - \$450.00 Joy-Con Controllers (2) - \$100.00 AC Adapter - \$40.00 Joy-Con Strap (1) - \$10.00 Protective carrying case - \$25.00  <i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
Internet Access Kits (iPad & hotspot)	\$1.00/day	iPad - \$600.00 Power adaptor - \$25.00 Charging Cable - \$40.00 Hotspot - \$200.00 Case – 35.00  <i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
Launchpad	\$1.00/day	Cost of Launchpad (unique to each Launchpad)  <i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
C-Pen	\$1.00/day	Pen – \$380.00 Case – \$20.00  <i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>
Cubelets	\$1.00/day	Full set – \$300.00 Individual Cubelets – \$60.00 Case – \$35.00  <i>\$5.00 Processing Fee (in addition to replacement costs) applies to any missing or damaged items</i>

**Related Documents:**

- Perth East Public Library *OP-01 Privacy and Access to Information*
- Perth East Public Library *OP-04 Circulation*
- Perth East Public Library *OP-16 Internet Access*

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