



Instrument Lending Policy

The Edgartown Public Library has several musical instruments available for use by library patrons.

Checking Out Instruments

Only current CLAMS cardholders may borrow instruments. Cardholders must be in good standing and have less than \$25 worth of fines, and no outstanding billed items.

Borrowers will sign the Musical Instrument Lending Agreement before checking out any instrument. Borrowers under the age of 16 must have a parent/guardian present to check out an instrument and sign the Instrument Lending Agreement.

Only one instrument may be checked out per card, per household.

Do not expose the instrument to extreme temperatures (for example, leaving the instrument in an extremely hot or cold car all day). Extreme temperatures damage instruments.

Instruments check out for 2 weeks (14 days) with a limit of **two** renewals, unless the instrument is on hold for another patron. The instrument must be returned after this time.

Checking In Instruments

Instruments must be returned to a staff member at the circulation desk **in person**. Instruments must be returned to Edgartown Library and cannot be returned to other CLAMS libraries.

Library staff will check the instrument and the accessories list to ensure that all items are returned in good condition.

If problems with the instrument are encountered, the instrument must be returned to the library immediately for library staff to resolve any issues.

If it is determined that the instrument is damaged, appropriate fees will be added to the patron's account. Edgartown Public Library does **not** accept instruments purchased by patrons in lieu of payment.

Fees and Liabilities

Overdue fines for instruments are applied in accordance with CLAMS lending policies. The patron will be charged replacement fees for any items not returned in the instrument package or for damaged items. Lost or damaged instruments and accessories will be charged to the patron for the full replacement cost.

At the discretion of staff, lending privileges may be revoked at any time due to instrument loss or damage.

Instrument Donations

Musical instrument donations will be accepted at the discretion of the library staff. Due to the time requirements for upkeep and the space requirements for storage, not all instruments will be accepted for the library instrument lending program.

*Adopted May 11, 2017 by the Edgartown Library Board of Trustees
Revised July 9, 2019 by the Edgartown Library Board of Trustees*