**PEACE LIBRAY SYSTEM**

Programming Kit Lending Policy

Peace Library System (PLS) has developed programming kits for member libraries to support in-library programming. The kits are designed to be lent out to library staff to run structured or passive programs inside the library for their patrons under the supervision of staff. By providing access to various types of technology and equipment, PLS member libraries can effectively offer new programs that they would otherwise not have the space or materials to do so.

Conditions for Borrowing:

* The loan period will be agreed upon at the time of request, but may not exceed 3 weeks. The kit may be requested in advance by placing a hold through Polaris or TRACpac.
* The kits are not to be lento a third party.
* All materials must remain safely secured in the local library.
* The kit(s) must be returned to PLS headquarters using secure transportation, such as the van run. PLS staff will be informed when the kit(s) is being returned and by what method.
* Borrowing staff are responsible for contacting PLS in the case of equipment damage, missing equipment, or if the equipment will not be returned by its due date.

Conditions for Use:

* Any use of the kit materials for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
* The kit(s) will not be left unattended in an unsecure area.
* PLS is not responsible for any liability, damages, or expenses resulting from use or misuse of borrowed equipment.
* PLS is not responsible for any liability, damages, or expenses resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device. PLS is not responsible for downloaded content.

For additional Condition for Use that are kit-specific, please visit the Programming Kits page on the PLS website ([www.peacelibrarysystem.ab.ca](http://www.peacelibrarysystem.ab.ca)).

Conditions for Loss & Damages:

* Upon receiving a programming kit, receiving staff will check that all contents in the kit are working properly, and no damage occurred during transportation. Contact PLS headquarters immediately if there is damaged, missing, or malfunctioning equipment.
* PLS reserves the right to charge the borrowing staff for the cost of repairing or replacing damaged devices and/or equipment, at the Director’s discretion. Borrowers will not be liable for damage that PLS staff judge to be the result of wear and tear.
* PLS reserves the right to refuse the kit to staff that abuse kit contents or are repeatedly late in returning the kit.

For information on the contents of all kits and replacement costs, please visit the Programming Kits page on the PLS website ([www.peacelibrarysystem.ab.ca](http://www.peacelibrarysystem.ab.ca)).

This is a copy of the lending policy.

To view kit-specific **Conditions for Use** and **Contents/Costs**,

please visit the *Blocks & Kits* section on the PLS website.