

- Materials may be borrowed by any Ridgewood or BCCLS cardholder in good standing (no excessive fines or long overdue items, card not expired).
 - Some items are for Ridgewood Library cardholders only. Please check current records for up to date information.
- They may be borrowed for 2 weeks (14 days.)
- They are not renewable.
- **These materials are checked out at the Ridgewood Library Reference Desk & must be returned in person to the same desk.** They may not be returned to another library or in the Ridgewood Library outside Book Drop.
 - A \$1.00 fine will be charged if a kit/item is returned in the book drop.
 - A \$10.00 fine will be charged if a kit/item is returned to another library.
- Certain items are limited to one per family at a time (e.g. Hotspots)
- Overdue fines are \$2.00 per day up to a maximum of \$20.00.
 - STEM kits are \$1.00 per day up to a maximum of \$10.00
- **Tech Lending materials must be returned complete and packed as they were received.**
 - Borrowers should review kits/items before returning them to ensure that all pieces, components, and instructions are included.
- Staff will check kits/items upon return. Should there be any missing or damaged parts, a replacement charge will be added to the borrower's card.
 - The charge is \$1.00 per replaced part, if the library is able to easily replace each part.
 - If parts from Tech Lending materials cannot be easily replaced and the kit/item is no longer usable, the full replacement cost of the kit/item will be charged to the borrower's library account.
- Lost, damaged or unusable Tech Lending materials can only be replaced payment of the full replacement cost by the borrower. *The library cannot accept replacement kits/items in lieu of payment.*

Note: This is a lending program ONLY. Library staff is not available for instruction in the use of Tech Lending materials. Detailed instructions are provided with each item or can be found online.

Approved by the Ridgewood Public Library Board of Trustees on