

PUBLIC USE TYPEWRITER POLICY

1. Typewriters are checked out on equipment responsibility forms -- all patrons must fill out a responsibility form which states patron will pay for damages or loss of typewriter.
2. Patron may not check out typewriter if he/she is in the bill file or if he/she does not have a current library card.
3. The library does not supply anything other than the machine, ribbon and correction tape - all other supplies are the responsibility of the user.
4. All public use typewriters check out for a 3-day period. There are no renewals. A patron may not renew and must wait two days before checking out another typewriter. Patrons may reserve typewriters ahead of time by phone or in person.
5. There will be a \$5.00 fine if the typewriter is not returned by noon the day after the due date. This fine accrues at the rate of \$5.00 each day the typewriter is overdue.
6. One in-house use typewriter is available in the study cubicles. This typewriter may be reserved either in person or over the phone. Library staff will unlock the cubicle door and, if necessary, turn on the typewriter for the patron.
7. Patrons using the in-house typewriter or the check-out typewriter will sign responsibility forms and are liable for any damage to the equipment used.

ART PRINT & SCULPTURE POLICY

1. Art prints and sculpture check out for a three-month period calculated by monthly date.
2. Families are allowed only one art print or one sculpture at a time.
3. Spencer City government offices will be allowed up to three art prints at a time.
4. Patrons must have a Spencer Public Library card in good standing at the time of checkout.
5. No renewals or transfers are allowed on art pieces.
6. No repeat checkout of the same print or sculpture to the family who last returned the item is allowed until at least one month has passed since the item was checked-in.
7. If an art print or sculpture is overdue by more than two weeks, patrons will be contacted by phone. After one month, they will receive a bill for the full cost of the print or sculpture. If the item is returned in good condition, no money is owed.
8. If an art print or sculpture is more than four months overdue, an official letter from the city attorney will be sent to the person who signed the responsibility form warning of pending prosecution for theft.