

Chatham Area Public Library Sewing Machine Borrowing Agreement

Print Name:

Library Card Number:

Borrower's Agreement

I, _____, take full responsibility for the sewing machine and its accessories. I understand that should the sewing machine and/or any of its accessories be damaged, broken, stolen, returned in an unusable condition, or lost while in my possession I will be responsible for the cost of replacement or any repairs due to damage.

Replacement Costs

Sewing machine	\$190	Laminated instruction manual	\$5
Carrying case	\$50	All purpose foot (on machine)	\$15

Total Replacement Cost: \$ 260

- ____ I understand that the sewing machine may be checked out by a member of the Library who is 18 years or older, in good standing. (Patron must present a valid State Driver's License or a government issued ID)
- ____ I understand that I am not allowed to loan the sewing machine to anyone else.
- ____ I understand that the sewing machine must be returned directly to a staff member.
- ____ I understand that the sewing machine will be checked out to me for six (6) weeks. **If the sewing machine is not returned within 2 weeks of its due date, I will be held responsible for the full replacement costs.**
- ____ Malfunctioning equipment should be reported as soon as possible to the library.
- ____ The Library does not provide supervision or instruction for use of the equipment. Use of the equipment may involve risk of serious injury. I agree to refrain from using the equipment in a manner inconsistent with its intended design and purpose.

Borrower's Signature:

Date:

Staff Use:

CHECK OUT

Staff Member Name: _____ Check out Date _____

- Sewing machine is functional/ No visible damage
- Laminated instruction manual, foot pedal & pink box with small objects in the carrying case
- Patron ID and age checked against patron record
- Confirmed user contact information (home address, telephone number, and email address)
- Provided a copy of this agreement to patron

CHECK IN

Staff Member Name: _____ Check In Date _____

- No visible damage
 - Ask patron if everything worked correctly
- Laminated instruction manual, foot pedal & pink box with small objects in the carrying case
 - Pink box contains:
 - Button sewing foot
 - Buttonhole foot
 - Zipper foot
 - Needles
 - Bobbins (3)
 - Spool holders
 - Auxiliary spool pin
 - Spool pin felt
 - Brush/seam ripper
 - L-screwdriver
 - Edge/quilting guide
 - Black & White thread (let Suzanna know if these are getting low)