

# Circulation of Ukuleles Policy

The circulation of ukuleles owned by the Elkader Public Library shall be determined by this policy set by the action of the Library Board of Trustees.

Said policy shall conform to the laws of the State of Iowa.

1. The length of checkout period shall be up to seven days. If the next ukulele program falls within the seven day checkout period, the patron must be registered for the program prior to checkout. Patrons may register at [elkader.lib.ia.us](http://elkader.lib.ia.us).
2. Patrons borrowing equipment from the library must sign a written Ukulele Borrower Responsibility Statement agreeing to the terms of circulation of musical instruments.
3. Any library patron 18 years of age or older who has had a library card for at least one month and has no overdue library material or unpaid fines may borrow a ukulele.
4. Patrons may reserve the equipment by telephoning or speaking to a librarian. Ukuleles will be reserved on a first-come, first-serve basis.
5. Ukulele and its container shall only be returned to the library front desk during business hours.
6. Failure to return the ukulele within seven days will result in a fine of \$5.00 per day, accruing fines up to retail cost of replacement of the instrument and its container (up to \$100 total).
7. Any damage to the equipment shall be assumed by the patron signing the written agreement with the library.
8. Appropriate measures, as defined in Iowa Code, Sections 808.12 and 714.5, shall be taken by the library staff to recover equipment not returned on time. Further action shall follow with due process of law.

Adopted 8/13/2024

Revised 12/10/2024

Ukulele Borrower Responsibility Statement

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Home ( ) Cell ( ) Work ( )

Email: \_\_\_\_\_

Ukulele barcode number: \_\_\_\_\_

I will return the ukulele and its container, during business hours, to the Elkader Public Library front desk by:

\_\_\_\_\_ (Month/Day/Year)

I take full responsibility for the musical instrument listed above. I will pay the full cost of any repair or replacement necessary because of my actions or neglect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
FOR USE BY LIBRARY STAFF:

Staff signature \_\_\_\_\_

Date Returned: \_\_\_\_\_

Check to make sure ALL items have been returned.