

Ramapo Catskill Library System

Procedures for Borrowing MobileCirc Kits

1. Three MobileCirc Kits will be stored in the Business Office supply room when not in use. A sign out sheet is available for in-house use (note: check with Eileen for availability).
2. Upon borrowing a Kit a library assumes responsibility for all items included in the Kit in the event of damage or loss. The member library assumes the following responsibilities when borrowing a Kit:
 - a. the replacement cost of any and all items damaged or lost;
 - b. using WiFi, when available, to avoid overages on the Verizon Data Plan associated with the Kits;
 - c. payment for any excessive usage of the Data Plan provided, as determined by the RCLS Executive Director; and
 - d. recharging all items in the Kit before returning the Kit to RCLS, on or before the due date.
3. The lending period for a Kit is one (1) week. A one (1) week renewal may be granted if there is a Kit available. If required and there is a Kit available a second one (1) week renewal may be granted.
4. To borrow one of the Kits a member library must contact Eileen Acosta, Communications Assistant, by telephone (845-243-3747 ext. 221) or e-mail (eacosta@rcls.org).
 - a. She will verify that a Kit is available for the time period requested and schedule the loan.
 - b. At the appropriate time she will place a hold on the Kit on behalf of the library, change the Kit's status to "in transit" and put it into delivery.
 - c. When the library receives the Kit it must be checked-out to the library.
 - d. If a renewal is required the library must contact Eileen to determine if it is available.
5. A list of contents for each Kit is provided for the convenience of the borrower along with a form to report any possible problems they experienced with the equipment.
6. When the Kit is returned through delivery, it will be checked-in and go to the ANSER Department to verify all contents are accounted for, in good working condition and if required re-charge items prior to making the Kit available for the next borrower.