

## Board Game Lending Policy

The Library offers a variety of board games for loan.

- Board games have a loan period of 14 days with one renewal.
- Late fees are \$0.25 a day.
- Board games must be returned to the West Caldwell Public Library during normal business hours. They cannot be returned via a different library or through the book drop.
  - A \$1.00 fine will be charged if a game is returned in the book or video drop.
  - A \$1.00 fine will be charged if a game is returned to another library.
- Board games cannot be sent to or requested by any other BCCLS library. Their classification in Polaris is “Uncatalogued.” They are considered Young Adult Media.
- A \$1.00 fine will be charged if the barcode is damaged.

Board games are available to any West Caldwell Public Library cardholder with an account in good standing (non-expired card with fines under \$10.)

Library staff strongly recommends that borrowers inspect the board game they are checking out before leaving the library so that they may immediately report any problems with the board game. Once the board game is checked out, patrons are responsible for any missing pieces.

- If the library is able to easily replace a missing or damaged part, the borrower will be charged for the cost of the missing piece.
- In many cases, parts from certain board games cannot be easily replaced and the game is no longer usable. In that case, the full replacement cost of the game will be charged to the borrower’s library account.

Upon checkout, the borrower assumes full responsibility for the board game(s) and all components.

All returned board games must be assessed for condition and components by the Young Adult Librarian or his or her proxy before being shelved.

If the board game is not returned 7 days after its due date it will be considered lost and the borrower will then be charged the full cost of replacing the item.

Complete board games in good condition may be donated to the library and assessed for circulation.

NOTE: This is a loan program ONLY. The library staff is not available for instruction. Detailed instructions are provided in the game box.