



TECH·ON·THE·GO



IdeaSpace MAKING+MEDIA

1616 Princess Anne St., Suite B, Fredericksburg • librarypoint.org/ideaspace

Guidelines for Borrowing

- Equipment must be checked out from and returned to IdeaSpace, 1616 Princess Anne Street, Suite B, Fredericksburg, 22401.
- A valid Central Rappahannock Regional Library card with no outstanding lost or damaged fees above \$20 is required to check out an item.
- Show valid government or school issued photo ID.
- All items must be returned to a staff member during business hours at 1616 Princess Anne Street. Library branches cannot accept equipment returns. DO NOT return IdeaSpace items to a library book drop as damaged charges will be assessed.
- Checkout of multiple items requires staff approval.
- Loan period is 7 days and may be renewed once for an additional 7 days as long as the equipment is not on hold. Account will be charged for full replacement price after one week overdue, and if the equipment is not returned, the account will be automatically turned over to a collection agency.
- Equipment is inspected by IdeaSpace staff upon return. Account will be charged for damaged or missing equipment and components.
- Customers with overdue IdeaSpace equipment may not check out other IdeaSpace equipment.
- No Visitor, Out of Region, or Temporary Card borrowers allowed to check out due to limited items and expense. Equipment can be reserved for in-house use at IdeaSpace without a library card.
- Borrowers must be 18 or older and sign a copy of the IdeaSpace Lending Agreement. If under 18, parent or guardian must sign the agreement in person and check out the equipment on their library card .