

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

Name of Policy:       **Garden Tool Lending Library**

---

1. In order to borrow items from OPL's Garden Tools collection, patrons must be 18 or older and have an OPL account in good standing.
2. Patrons must sign a Garden Tool Waiver form before checking out items from the Garden Tool collection.
3. Materials in the Garden Tool collection will have a one week check out period with an option of renewing up to two times.
4. Patrons can have a maximum of 5 Garden Tool items checked out at one time.
5. Garden Tool items must be returned clean and in good condition.
6. Fines and lost fees will accrue the same as other library materials.

Date created: 13 May 2019

Date Revised: 10 January 2022

Date Revised: 13 January 2025

By: Ottumwa Public Library Board of Trustees