



## Instrument Loan Policy – effective 2021/01/06

Opening hours for the Stirling MILL  
(at Stirling Public Library)

**Tuesdays 3 – 6:30 pm & Saturdays 10 am – 2:30 pm.**

An **Instrument Loan** may include a ‘primary’ musical instrument plus supplementary items; for example: 1 electric guitar + 1 electric guitar amplifier + 1 patch cable = 1 instrument loan.

A ‘**MILL Patron 1**’ card allows only one Instrument Loan at a time. ‘**MILL Patron 2**’ status allows up to two concurrent Instrument Loans. ‘**MILL Patron 3**’ allows up to three concurrent Instrument Loans.

**Instrument Loans are for a maximum of 42 days (6 weeks); up to 3 renewals may be allowed** (conditional on no hold having been placed on the instrument).

**Request for loan renewal** should be made directly to MILL staff, either in person during MILL operating hours or by email to [curator@stirlingmill.ca](mailto:curator@stirlingmill.ca) and include a written declaration identifying the items by their ‘Call Number’ confirming the items are being maintained with care and in good condition. MILL staff may request inspection of the instrument. (Damage to an instrument in the Patron’s possession should be reported to the MILL without delay.)

**Instruments on loan** may be returned to the Library Location from which the loan was originally picked up during that location’s regular operating hours.

**Check Out, Returns and Renewals** of all instrument loans are processed through the Stirling Public Library operating system.

**Overdue Charges** will be assessed at: \$1 per day per ‘instrument loan’ (\$5 per week) up to a maximum of \$60.