

## St. Martin Parish Library

### Bike Lock Policy

The Breaux Bridge Branch and the St. Martinville Branch of the St. Martin Parish Library (SMPL) have bike locks available for check out at the Help Desk. Bike locks are offered for loan in order for patrons to secure their bikes to library bike racks during their visit. The following guidelines apply:

- A bike lock and key may be checked out daily to SMPL patrons and must be returned to the circulation desk at least 15 minutes before closing on the **SAME DAY**. Do not return locks/keys in the book drop.
- Patron must present library card or photo ID at time of checkout and must have a library account in good standing.
- Users will be issued 1 key to secure the bike lock.
- If the lock and key are not returned by closing time, or if the lock and/or the key is lost, the borrower will be charged \$20.00 to their library account. If loss of key is a concern, user may leave key with desk while lock is in use at our facility.
- If the key is lost, the bike will not be unlocked and library borrowing privileges will be suspended until the charge is paid.
- Regardless of whether a library lock was used, the St. Martin Parish Public Library is not responsible for lost, damaged, or stolen bikes.
- Locks and keys are available on a first come, first served basis.

Adopted June 2019