



Cake Pan Lending Policy

Adopted by the Library Board of Trustees
August 3, 2017

South Brunswick Public Library

The South Brunswick Library has established a collection of Cake Pans for lending purposes. We encourage you to borrow the pans to bake a cake for a holiday, special event or just for fun! The South Brunswick Library encourages the public to share its successes and failures on our social media accounts.

Please read the policy below guiding the borrowing of this special collection.

- Cake pans may be borrowed for free for up to two weeks, with two renewals if no one is waiting. Cake pans will not be sent to other libraries to fulfill holds. Cake pans must be returned to the South Brunswick Library.
- Holds on a specific pan or set may be placed for pickup at the South Brunswick Public Library per SBPL's borrowing policy.
- Any pan (or set) that is returned late will incur a late fee of \$.25 per day with a maximum fine of \$5.00.
- The cake pans will be checked out at the Borrower Services Desk and examined to make sure they are clean and in good condition. Cake pans must be returned to a staff member at the Borrower Services Desk to make sure the pan is clean and free from damage. Cake pans should not be returned to any library bookdrop including the one at the library.
- Please wash your cake pan thoroughly in warm soapy water and dry it thoroughly before and after you use it. The South Brunswick Library is not responsible for any allergic reactions caused by use of these pans. Please note, not all of our pans are dishwasher safe.
- The replacement cost for a lost or damaged pan will be based on the price of a new replacement pan.
- Anyone returning a dirty pan will be charged a \$5.00 cleaning fee.

- Donations of cake pans to add to our collection are welcome with prior approval from staff. Pans should be clean and in good condition.