

## CEREMONIAL FLAGS CIRCULATION POLICY



The Bartlesville Public Library has Ceremonial Flags available for checkout to groups, organizations, and businesses for special programs, ceremonies, and events. The flags available are the United States Flag, the MIA/POW Flag, and flags from each branch of the military including Army, Navy, Air Force, Marines, Coast Guard, and the Merchant Marines.

### The following rules and regulations apply:

1. Ceremonial flags will be checked out to organizations only.
2. Each flag comes with a base, pole, and a vinyl case.
3. The organization and/or responsible party must have a valid Bartlesville Public Library card.
4. Photo identification, in addition to the library card, is required.
5. The organization's responsible party will be required to sign the Flag Circulation Agreement prior to checkout.
6. All 8 flags may be checked out at one time OR flags can be checked out individually.
7. Checkout period will not exceed 1 week. Additional time may be granted by the Library Director or designee.
8. Requests for checkout must be made one week in advance. Requests are made in the Administrative Services Office.
9. All flags must be returned to a staff member in the Administrative Services Office. Returning them to the Circulation Desk, Reference Desk, or deposited in any of the Library's book drops will not be tolerated.
10. The organization assumes full responsibility for the cost of repair or replacement of the flags in the event they are lost, stolen, or damaged. The Library will assess the condition of the flag(s) upon their return and notify the organization within 24 hours if charges apply.

CEREMONIAL FLAGS CIRCULATION AGREEMENT

As an organization/responsible party checking out the Bartlesville Public Library's Ceremonial Flags, we agree to abide by the following policies and procedures: Please check or initial each provision as you read it.

\_\_\_\_\_ I understand that I must have a Library card in good standing with the Bartlesville Public Library in order to check out the Flags. I will provide my library card and a photo ID.

\_\_\_\_\_ I understand the Flags are checked out for 1 week only. If additional time is needed, I will notify the Library Director before the end of the week.

\_\_\_\_\_ I understand that while our organization has the Flags, we are completely responsible for their safety. We are responsible for any damage or loss that results from accident, theft, misuse, or neglect.

\_\_\_\_\_ I will report any loss or damages immediately.

\_\_\_\_\_ I agree to pay all costs associated with the damage to any of the flags while checked out to our organization; I agree to pay the replacement costs should they be stolen or lost. I understand the replacement cost for each flag will be no less than \$165.00.

\_\_\_\_\_ When returning the Flags, I understand they are to be returned to the Administrative Services Office in person.

By signing this, I acknowledge that I am legally bound to adhere to all parts of this agreement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Checkout Dates

\_\_\_\_\_  
Signature

Returned on \_\_\_\_\_

|            |               |
|------------|---------------|
| Condition: | ___ Damaged   |
|            | ___ Undamaged |