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**CAKE PAN CIRCULATION POLICY**  
**Accepted by the Board of Trustees on January 17, 2018**

1. Cake pans are available to Plainedge School District residents who hold a Plainedge Public Library card in good standing.
2. Cake pans may be borrowed at the Circulation Desk for up to 7 days and must be returned one hour before closing on the due date.
3. Pans may not be returned in the book drop.
4. A maximum of one cake pan per family may be borrowed at one time.
5. A fine of \$1.00 per day will be charged for cake pans returned after the due date.
6. Cake pans must be hand washed and may not be put in the dishwasher.
7. Cake pans that are returned dirty or not satisfactorily cleaned will result in a \$5.00 fine on the patron's library account.
8. Any user who loses or severely damages a cake pan will be charged the replacement cost of the cake pan.