

**Title: Library of Things**

Effective Date:11/18/19

Authorized By: Library Board of Trustees

Date of Last Revision: 12/21/22

The 'Library of Things' will be established as a means to circulate physical objects that are not books or AV materials.

**Types of Materials**

The Library of Things may contain a variety of materials in different formats. All types of materials will be eligible for selection at the discretion of library staff.

Materials will not be selected for use if they present a potential health or safety hazard to the user or to the community.

**Procurement of Materials**

The library staff will select materials based on the demands of the community. Input from the community will be strongly considered in the selection of materials. Any person may make a suggestion for a purchase using the Library's standard purchase suggestion form or directly with Library staff.

Donations from the community will be a necessity for the maintenance of this collection. The Library may purchase materials for the collection; however Library funds may not be sufficient to purchase all of the items that will be in high demand from the community.

Donations of materials to be included in the Library of Things will be accepted under the following conditions:

- Approval of the donation by the Library Director, Assistant Director, or Circulation Supervisor
- Items must be clean and in working order
- Items must be donated unconditionally for the library to use and dispose of at the discretion of library staff

**Care and Operation**

Some materials in the Library of Things may pose a risk if they are handled improperly. It is each user's responsibility to ensure that they are using the items in the correct way. Things must be used in compliance with all manufacturer's guidelines. Borrowers may not make any modifications or alterations to the items.

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Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

Consumable materials required for the use of some Things will not be included with the items. It is the responsibility of the borrower to provide these materials.

**Checkout Limits**

Only adult card holders (18 or older) may check out Library of Things materials. Things may be checked out on a school student card if the parent or guardian who signed for the card is present and has completed the lending agreement.

Checkout is limited to one Thing per cardholder.

Things will check out for two weeks with up to two renewals.

Things are holdable and may be transferred between locations at the discretion of the Branch Manager.

Things cannot be borrowed by reciprocal card holders or PLAC card holders.

**Damage and Missing Pieces**

The borrower is solely responsible for the Thing borrowed and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or accessories because of neglect or abuse.

Because of the nature of Library of Things items, it is impossible for the library staff to check every item completely for damage or missing pieces. Items with multiple small pieces such as board games may be circulated with missing pieces up until the time that they can no longer be used.

If an item is reported as having been already damaged at the time of checkout, the current borrower will not be charged for the item.

Each item will be circulated with a list of the mandatory pieces that need to be returned.

The Library has sole discretion in making decisions regarding charges for damages.

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**Fines**

Library of Things materials under \$100 will not accrue fines. Materials over 100 will have a fine of \$5.00 per day and a maximum accrual of \$25. They will follow all of the overdue and lost materials policies outlined in the applicable Library Policies.

If an item needs to be repaired, the borrower may be charged for the actual repair cost. If parts need to be replaced, the borrower may be charged for the actual replacement costs. If a mandatory piece is missing and cannot be replaced, the borrower will be charged the full replacement cost of the item.

A temporary base fine of \$5.00 will be placed on the item until the actual charges can be determined. This amount will be subtracted from the final replacement or repair cost.

A full list of replacement costs for Library of Things items will be available by request at the Library.

**Lending Agreement**

All patrons must sign a user agreement to check out materials from the Library of Things. This agreement will be completed one time per patron and will be considered valid for all future Library of Things checkouts.

Patrons will be required to present their photo IDs at the time of checkout to ensure that materials are being circulated to authorized people.