

Library of Things Lending Policy

I. Purpose

In fulfilling the Library's mission to provide materials and services for community residents of all ages for personal enrichment, enjoyment and educational needs, the Deckerville Public Library will make items available to patrons.

II. Terms and Conditions

- A. An "item" consists of contents listed on its label.
- B. By borrowing and initiating use of the Library's item, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's item. Deliberate altering of Library items is strictly prohibited.
- C. The patron will follow all care and safety precautions included with the item. The Library is not responsible for any liability, damages, or expense resulting from the use of the item.
- D. The borrowing patron will be responsible for lost or damaged items (includes theft thereof). Patrons must be mindful of current replacement costs of items before borrowing. The account may be sent to collections if deemed appropriate under Library Services Policy Section III-I
- E. Unlawful use of the item is prohibited and may result in the loss of privileges.
- F. Every effort will be made to ensure the item is complete, but items consisting of many small parts (such as games and puzzles) may have some missing pieces.
- G. The library reserves the right to take a Thing out of circulation temporarily to use for library purposes.
- H. Due to the nature of the items contained in the Library of Things, these items will not be shared via delivery with the other libraries

III. Borrowing Protocols

- A. In order to borrow an item, patrons must have a Deckerville Library card in good standing. Some items may require a patron to be 18 years of age or older.
- B. New cardholders must establish a borrowing history of three (3) months with at least five (5) check outs and returns, or be in verified good standing with another library, to be eligible for item lending.
- C. The Library will accept holds on items. Patrons will have one week from the time of the notification call to check out the item, after such time it will be released to another patron.
- D. If the item was donated by a patron, that patron will immediately be placed at the top of any reserve list.
- E. Library staff will confirm, in the presence of the borrowing patron, that all components are present in the item kit.

- F. The patron must sign the Library of Things Lending Agreement before an item can be checked out.
- G. The loan period for the item is 14 days and may be renewed if there are no holds.
- H. Items must be returned directly to a Library staff member, who will verify that all components of the item are accounted for before checking it in from the borrowing patron's account. The item will not be considered returned until all components are returned.
- I. Patrons are not permitted to return the item to the Library's book drop. Items returned to the book drop will incur a \$5.00 fine or the cost of repair/replacement, whichever is greater.
- J. Overdue fines will accrue at \$1.00 per library business day.
- K. The item will be considered lost and subject to a fine of the full replacement cost if it is one month overdue and there has been no communication with the Library by phone or email.
- L. Replacement cost may be found on a label on the item case.
- M. Items must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
- N. Parents/guardians are responsible for the use of the items by minors.
- O. For assistance in the operation of the Library's items, borrowers may call the Library during normal business hours.

Approved: 11/02/2020