



STEVENS MEMORIAL LIBRARY

## **Library of Things Collection Policy**

The Library of Things is a collection of non-traditional items that complement the Stevens Memorial Library's mission to provide educational, cultural, historical, and recreational materials to meet the present and future needs of its users. Patrons who borrow a "Thing" agree to abide by the Steven Memorial Library's Library of Things lending guidelines below.

### **Scope of Collection**

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. The Library of Things is not intended to be comprehensive, as the Library is limited by a finite amount of funds and storage space for these items. The Library of Things may include, but are not limited to:

- Children's Learning Kits
- STEM/STEAM Kits
- Crafting Kits and Tools
- Puzzles and Games
- Sports Equipment
- Tools and other Home Materials
- Audiovisual Equipment
- Technology (Laptops, tablets and other mobile devices)

### **Selection of Materials**

The Library staff will select materials for the Library of Things based on the needs and interests of Library patrons. The Library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials.

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.

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 in the CW/MARS Network. All Library patrons are required to check out and return Library of Things items to the Circulation Desk

The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

### **Library of Things Guidelines for Borrowing and Use**

A valid CW/MARS Library card with no outstanding fines above \$10 is required to borrow a Thing. All Library patrons are required to check out and return Library of Things items to the Circulation Desk. The Book Drop should not be used to return Things.

### **Loan Periods and Fees**

In most cases, a Thing may be borrowed for 3-week intervals and renewed up to 2 times unless another borrower is waiting. Some special items that are more costly (such as: telescope, AV equipment, tools, laptops, mobile devices, etc.) will be lent for shorter periods of time, in most cases, for up to 1 week, with no renewals. Special items may be checked out to persons 18 years of age and older, or with parent signature if under 18. The Library reserves the right to change borrowing periods for any Thing at any time.

### **Proper Use and Liability**

Please use care when handling the Thing you have borrowed.

The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. A list of replacement costs of Things is maintained by the Library and is available upon request.

The Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrowers.

Staff will inspect Things upon return. Borrowers are expected to return the Thing with all parts and components in the original condition and in the original Library container to the Circulation Desk. Patrons will be financially responsible for any damage to a Thing while in their possession.

## Library of Things Loan Agreement

My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out material from the Library of Things Collection.

I agree to accept full responsibility for the material while it is checked out to me.

I accept full financial liability for the material and accessories while in my possession.

I agree to pay all costs (including full replacement cost) associated with damage to, loss of, or theft of the material and accessories while it is checked out to me.

I agree to the loan period set for the Thing borrowed and I agree to return the Thing to a staff member inside the Library (not in the Book Drop).

### Patron Name:

Please Print \_\_\_\_\_

Signature \_\_\_\_\_

Patron Address: \_\_\_\_\_

Item Borrowed: \_\_\_\_\_

Borrowing Period: \_\_\_\_\_

Replacement Value of Item: \_\_\_\_\_

### Staff use only

Patron Library Card Number: \_\_\_\_\_

License checked against patron record? Yes or No      Staff Initials: \_\_\_\_\_

*Approved by the Library Board of Trustees April 2020*