

Solomon Wright Public Library

LIBRARY OF THINGS LENDING POLICY

1. POLICY OVERVIEW: The Library of Things is a collection of non-traditional items intended to support Solomon Wright Public Library's mission "to promote the joys and benefits of lifelong learning by providing access to information through a range of media."

2. TYPES OF MATERIALS INCLUDED IN LIBRARY OF THINGS COLLECTION: The purpose of the Library of Things is to promote diverse opportunities for learning and engagement. The collection may therefore include:

- Home Improvement tools and devices
- Science and Technology equipment
- Outdoors and Sporting equipment
- Crafting tools
- Puzzles and Games
- Children's Learning and Play kits

The Library of Things is not intended to be comprehensive, and the library is limited by a finite amount of storage space for non-traditional items. For a full list of items please visit the Library of Things page at SolomonWrightPublicLibrary.org

3. PROCUREMENT OF MATERIALS: The library Director will select materials for the Library of Things based on the needs and interests of library patrons and the Pownal community. The Director welcomes input from the community concerning the collection. A Library of Things Purchase Suggestion Form can be requested by contacting the library, and can be submitted to the Library Director for consideration. All purchase suggestions are subject to evaluation using the same selections criteria as other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test, and maintain donated materials, the library can only accept a limited number of donated Things. The Library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation, and disposal criteria as materials acquired through purchase.

4. LIBRARY OF THINGS LENDING CRITERIA: In order to borrow a non-traditional item from the Library of Things a patron must review and agree to the following criteria and sign a Library of Things Lending Agreement form:

1. To borrow from the SWPL Library of Things, a patron must be age 18 or over, and have a library card in good standing, with home address and phone number confirmed

2. By borrowing a Library of Things item, the patron is certifying that he/she is capable of using the item in a safe and appropriate manner.
3. Items circulate for a period of 7 days. One renewal can be requested, but will be granted only if there are no pending holds on the item.
4. Library of Things materials must be returned to the circulation desk during the Library's open hours. Patrons will be required to wait while the item is inspected and checked in.
5. Patrons will be charged a fee of \$1.00 per day for overdue Library of Things items. Late fees are capped at the full replacement cost of the item.
6. Up to 3 Library of Things items may be checked out at one time. Item limits may be overridden by the Director in some cases.
7. The patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed items.
8. The patron agrees that if any item, while in the possession of the patron, becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the item and notify the library of the issue as soon as possible.
9. All items must be returned clean and in the same condition as issued, barring normal wear and tear.
10. The patron agrees to pay for the loss of, or damage to, any item and further agrees to accept the Library's assessment of condition and assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. The restitution amount could equal, but will not exceed, the full replacement cost of the item.
11. The Library reserves the right to refuse the loan of any item, or to take an item out of circulation temporarily to use for library purposes (workshops, demonstrations, events, or other programs).
12. Library of Things materials may be borrowed by neighboring libraries to be used for programming, but cannot be borrowed by other libraries for circulation to patrons through Interlibrary Loan.
13. A list of replacement costs of Things is maintained by the Library and is available upon request.

5. EVALUATION OF COLLECTION: The library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do not circulate will be withdrawn from the collection and will, depending on the condition of the item, either be sold, donated to other community organizations, or recycled/disposed of at the discretion of the Director.

POLICY ADOPTED ON: December 14, 2020

BY THE SOLOMON WRIGHT PUBLIC LIBRARY BOARD OF TRUSTEES

CHAIRPERSON SIGNATURE:

Solomon Wright Public Library

LIBRARY OF THINGS LENDING AGREEMENT

By borrowing a Thing, I agree:

- To abide by the Solomon Wright Public Library's Library of Things Lending Criteria.
- To pay an overdue fine (as outlined in the Lending Criteria) if the Thing is returned late.
- To pay full repair and/or replacement costs should the Thing, or components of the Thing, be stolen, lost, not returned, or damaged.

I acknowledge that the library is not responsible for any injury, loss, or damage that may occur from use of a Thing.

Signature

Print Name

Date

For Library Use Only:

Item(s) borrowed

Patron's Card Number

Circulation Staff Name