

LIBRARY OF THINGS COLLECTION DEVELOPMENT AND CIRCULATION POLICY

Purpose & Selection

In order to fulfill our goal of inspiring creativity and promoting self-sufficiency and discovery by providing access to creative tools, technology, and learning opportunities, Spencer Public Library has developed a “Library of Things” (LoT) which includes items that are out of the scope of traditional library materials. Library staff will select items based on our general Collection Development policy as well as availability and usefulness to the community.

Guidelines for Checkout

- Patron must be eighteen (18) years or older and sign a Borrower’s Agreement.
- Patron must have a current, permanent Spencer Public Library card in good standing.
 - “Current” means the patron’s address and contact information have been verified with a photo ID and proof of address at time of checkout.
 - “Permanent” means the patron has had the card through the 90-day “Temporary” status period.
 - “Good Standing” means there are no outstanding fines on the card, and the patron does not have a history of overdue items which has led them to be put on “Delinquent Borrower” status.
- Patron may check out no more than five (5) LoT items at a time.
- LoT items will have a checkout period of seven (7) days, with the option of one renewal so long as the item is not on hold for another patron.
 - Renewals must be made by the item’s due date in order to avoid late fees. Patrons may call, email, or stop into the library to renew an item.
 - The maximum duration the items may be checked out is 14 (fourteen) days. Should the patron anticipate needing the item longer than 14 days, they may appeal to the Library Director for an extension.
- LoT items must be returned to the front desk and not in the book drops. Failure to do so will prevent the borrower from checking out additional LoT items for 90 days.
- Items should be returned clean and in the same condition as they were when issued, excluding normal wear and tear.
- When returning an item, the patron must wait for staff to check that all pieces, accessories, and cases or containers are included and no damage has occurred.
- Patron may reserve a LoT item in advance by using the Library’s online catalog and will be notified when a reserved item becomes available. Patron will have 2 business days for pick-up.

Fines for Lost, Damaged, or Unclean Items

- LoT items which cost \$75 or more will be subject to late fees of \$5 per day with a maximum fine of \$50 plus the cost of the item if it is lost or damaged. Items which cost less than \$75 will not be charged late fees will not be charged late fee but will be subject to replacement costs if lost.

- Borrowing patron is responsible for any damage to the LoT item and/or its accessories and will be billed for the repair or replacement cost associated with any damage or loss of an item and/or accessories.

Care and Operation of LoT Items

- Patrons are expected to use care when handling LoT items.
- LoT items may only be used and operated in compliance with the Library's policies and manufacturer's guidelines.
 - Borrowing patron is responsible for researching, reading, and abiding by all manufacturer's recommendations, warnings, and instructions for use.
 - Patron must cease using the item immediately and notify the Library of concerns about the safety or state of repair of the item.

Liability Waiver

- **Spencer Public Library is not responsible for any injury, loss, or damage that may occur from use of items in the Library of Things.**
- In consideration of my use of the equipment lent by Spencer Public Library, I hereby voluntarily release, discharge, waive, and hold harmless the Spencer Public Library and the City of Spencer, their employees, and Officers as to any claims of loss, damage, or injury to persons or property arising from the equipment or its use. In no event shall the Library or the City, their officers or employees be liable for indirect, consequential damages, punitive damages, or attorney fees.
- I agree to indemnify and hold the Library, the City of Spencer, and their employees and officers harmless from free of any liabilities, claims, actions, proceedings, damages, losses, costs, and expenses, including attorney's fees, for all injuries or death of any person, or damage to any property occurring or connected with, directly or indirectly, my possession, use, and return of the equipment.
- I am borrowing the equipment as-is. I acknowledge that I have examined the equipment and that its condition is acceptable. I agree to keep and maintain the equipment in good condition, use it in a careful and appropriate manner, and to comply with all manufacturer recommendations.
- I understand that the Library does not provide supervision or instruction for use of the equipment. I understand and acknowledge that the use of the equipment may involve a risk of serious injury. I agree to refrain from using the equipment in a manner inconsistent with its intended purpose.

**SPENCER PUBLIC LIBRARY
LIBRARY OF THINGS
BORROWER AGREEMENT**

Patron Name: _____

Library Card #: _____ Phone #: _____

Patron Address: _____

Library of Things Item(s) Borrowed	Barcode
1.	
2.	
3.	
4.	
5.	

Checkout Date: _____ Due Date: _____

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

I have read the LIBRARY OF THINGS COLLECTION DEVELOPMENT AND CIRCULATION POLICY, which has been provided to me and which is incorporated in this agreement. I accept each of its terms and conditions.

Patron Signature: _____ Staff Initials (ID checked against patron record) _____