

East Kingston Public Library  
**“Library of Things” Policy**

### **OVERVIEW**

Items in the Library of Things collection are purchased and maintained in accordance with the library’s *Collection Development Policy*. Items in this collection have a loan period of one (1) week, with exceptions, as decided by Library Staff when implementing each item into the catalog. Use of Library of Things items are subject to this Library of Things Borrowing Policy as well as the *Circulation Policy* and any specific borrowing agreements needed for different items. Patrons seeking to borrow Library of Things collection items will be given a copy of the Library of Things Borrowing Policy the first time they borrow a Library of Things item. Accepting a copy of the Library of Things Borrowing Policy indicates the patron’s agreement with the policy for all current and future borrowing and receipt of the policy will be noted on the patron’s account.

### **BORROWING**

Prior to borrowing Library of Things items all patrons must (a) have a library card in good standing and (b) sign an agreement form..

While staff can provide a basic overview of items in the collection, by taking possession of any item, the patron is certifying that they are capable of using the item in a safe and appropriate manner.

Only the borrower who has checked the item out is authorized to use it. The borrower shall not permit the use of items checked out by any other person. If the borrower allows others to use the items, the borrower assumes all liability for such use.

### **LENDING RULES**

Lending rules also include:

- A borrower's agreement form must be completed
- All items may be borrowed for 1 week (1 renewal)
- A maximum of 2 items may be borrowed at the same time
- Items must be returned to the circulation desk inside the library (not in the library's book drops). Items borrowed must be returned during the library’s open hours.

### **SPECIFIC ITEMS USAGE**

The library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed Library of Things items.

If any borrowed Library of Things item becomes unsafe or in a state of disrepair, the patron must immediately discontinue use of the item and notify the library of the issue on return.

All Library of Things are to be returned in the same condition as they were issued, barring normal wear and tear. The patron agrees to pay for the loss of or damage to any item.

All Library of Things items must be returned clean.

The library reserves the right to refuse the loan of any item at its discretion.

## BORROWING AGREEMENT

I, \_\_\_\_\_ [Print Name] understand and agree to abide by the terms of the East Kingston Public Library's *Library of Things Policy*. Further, I understand that I am responsible for the full replacement costs of the Library's item and any of its peripherals should any become stolen, lost, damaged or not returned while they are checked out under my name. Further, I will not hold EKPL employees nor the EKPL Board of Trustees liable for any injuries sustained while handling or using the item.

I assume all responsibility and liability for using this device. If the device becomes unsafe or in a state of disrepair, I understand that I must immediately discontinue use of the device and notify the library staff of the issue on return.

I have read the EKPL's *Library of Things Policy* and understand that I am to return the item borrowed to the EKPL on time. At the time of return, I am to bring the item to the main circulation desk where a staff member can check it in and I will not place it in the book drop.

Patron Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ (Staff Initials)