

Burnham Library Library of Things Collection Policy

The Library of Things (*LoT*) is a circulating collection of items that complement the Burnham Library's mission of providing traditional and innovative library resources, programs and services for lifelong learning to our community.

Patrons who borrow a *Thing* agree to abide by the *Library of Things* lending guidelines below.

Library of Things Collection Goals

The Burnham Library provides this collection of *Things* in order to:

- Save patrons money
- Reduce waste in Bridgewater community
- Encourage experimentation, curiosity and learning
- Offer self-guided recreation

The *LoT* is not intended to be a comprehensive, as the Library is limited by a finite amount of funds and storage space for these items. The *LoT* may include, but are not limited to:

- Recreational equipment, puzzles and games
- Audiovisual equipment
- Technology (laptops, tablets, and other mobile devices)
- Children's learning kits and Discovery Bags
- Tools and other home materials
- Science and technology kits
- Home Improvement and assistive devices

Selection of Materials

The Library staff will select materials for the *LoT* 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 and are not automatically added to the collection.

Not all *Things* may be suitable for all members of the community. Responsibility for a child's use of *LoT* 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 *LoT*, these items will not be shared via delivery with the other libraries in the Bibliomation network. All Library patrons are required to check out and return *LoT* items to the Burnham Library 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.

For review to the Board of Trustees, October 2021

Burnham Library Library of Things Guidelines for Borrowing and Use

A valid library card from Burnham or surrounding community, with no outstanding fines above \$10.00 is required to borrow a Thing. *Things* are loaned on a first-come/first-served basis. Holds will be placed at a staff member's discretion.

Things must be checked out from and returned to the Circulation Desk at the Burnham Library. The Book Drop should not be used to return *Things*.

Loan Periods and Fees

In most cases, a *Thing* may be borrowed for 1 to 3 week intervals and depending on the *Thing*, renewed per the Library's general policies. Some items may be for use in the Library only, or may have other restrictions.

Special *Things* may be lent for shorter periods of time, or may be checked out only to persons 18 years or age or older. The Library reserves the right to change borrowing periods for any *Thing* at any time.

Fines will accrue at \$2.00 per day, to a maximum of \$10.00 wherein your account will be frozen at all libraries within the Bibliomation system, and the replacement cost of the item will be applied to your account.

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 on request.

The Burnham 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 borrower's. A staff member will inspect *Things* upon return. Borrowers are expected to return the *Thing* with all parts/components, in the original condition and container, to the Burnham Library Circulation Desk.

- In most cases, parts from *Things* cannot be easily replaced and the equipment/kit/game is no longer usable. In those cases, the full replacement cost of the kit/game will be charged to the borrower's library account.
- The Library cannot accept replacement kit/games in lieu of payment.

Patrons may not purchase new materials, load new books, or download APPS to devices as detailed in the *Library of Things* lending policy.

Chromecast privileges may be revoked if a borrower violates any part of this agreement.

This is a lending program ONLY. Library staff is not available for instruction in the use of a *Thing*.

Approved Board of Trustees, October 2021

**Burnham Library
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 materials from the *Library of Things* Collection.

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

I accept full financial liability for the materials 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: _____ Date : _____

Signature: _____

Item Borrowed: _____ Borrowing Period: _____

Replacement Value of Item: _____

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