

## **Mammen Family Public Library**

### **Library of Things Lending Policy & User Agreement**

#### **Purpose and Selection**

The Library of Things is a collection of non-traditional items for Bulverde and surrounding communities to borrow. This collection is made up of educational, cultural, and recreational materials that complement the Mammen Family Public Library's mission to meet the present and future needs of its patrons. Patrons who borrow from the Library of Things agree to abide by the Mammen Family Public Library's Library of Things lending guidelines.

#### **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 storage space for these items. The Library of Things may include, but is not limited to:

- Children's Learning Kits
- STEM/STEAM Kits
- Recording/audiovisual Equipment
- Crafting Kits and Tools
- Puzzles and Games
- Sports Equipment
- Tools and other Home Materials
- Technology (tablets or other portable electronic 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 will accept suggestions or recommendations for the Library of Things. All suggestions for purchase will be evaluated using the same selections criteria as are used 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 Mammen Family Public Library.

Due to the nature of the items contained in the Library of Things, these items will not be shared via delivery with other libraries through the ILL network. All patrons are required to borrow and return Library of Things items to the circulation desk.

The Mammen Family Public Library reserves the right to take an item from the Library of Things out of circulation temporarily or permanently to use for library purposes, or to repair a damaged item.

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

An active Mammen Family Public Library card with no outstanding fines is required to borrow a Thing. Patrons must have a library card for a minimum of sixty days before borrowing from the Library of

Things. All library patrons are required to check out and return Library of Things items to the circulation desk. Any book drop or book slot should not be used to return an item from the Library of Things.

### **Loan Periods and Fees**

Most items from the Library of Things will be given a loan period of two weeks. However, some special items will be given a loan period of one week. The Mammen Family Public Library staff will let each patron know where their item falls within the parameters of the loan period. All items will be eligible for renewal one time after the initial due date. The Mammen Family Public Library Adult Services Librarian reserves the right to either refuse or extend the return date of an item based on the circumstance. Some items deemed for adult use, per the manufacturer's recommendation, will require an additional signature from a patron 18 years or older, or with a parent/guardian signature if under the age of 18.

### **Checkout Limits**

With our Library of Things Collection, there are two borrowing limits:

- 1 item per library card: Each individual patron can check out one item at a time using their library card.
- 2 items per family: A family or household can check out up to two items, regardless of the number of library cards in the family.

This setup encourages broader usage across the community.

### **Proper Use and Liability**

Please use care when handling the item you have borrowed from the Mammen Family Public Library's Library of Things.

The patron is solely responsible for the item and will be billed for reasonable repair or replacement costs associated with damage or loss of the item and/or peripherals due to neglect or abuse. A list of replacement costs of Things is maintained by the Mammen Family Public Library and is presented to the patron at the time of checkout. All patrons are required to sign an itemized list of costs associated with the particular item they are checking out from the Library of Things.

The Mammen Family Public Library is not responsible for any injury, loss, or damage that may occur from use of an item from the Library of Things. This responsibility lies within the borrowing patron.

Mammen Family Public Library staff will inspect items upon return. Patrons are expected to return all items from the Library of Things with all parts and components in the original condition and in the original packaging in which they were loaned to the circulation desk. Patrons are financially responsible for any damage to any item from the Library of Things while it is in their possession.

## Library of Things Loan Agreement

My signature below indicates that I have read and understand the Mammen Family Public Library's statement of the Library of Things lending policy. 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 they are in my possession.

I agree to pay all costs, including full replacement costs, 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 item I have borrowed from the Library of Things and I agree to return the item to a staff member inside the library and not in a book drop.

I understand this is a general agreement for use of the Library of Things Collection.

I understand I will be required to complete an individual item contract each time I check out material from the Library of Things.

### Patron Information:

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

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

### Staff use only

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

Staff Name \_\_\_\_\_

Date\_\_\_\_\_