Library of Things Collection Policy and Lending Agreement

The *Bill Schoonmaker Library of Things* at the Durham Public Library is a collection of non-traditional items curated for use by Durham community members that is intended to inspire, educate and encourage engagement in a sharing economy.

Scope of Collection

The Library of Things Collection includes the following items to lend:
- Technology (laptops, tablets, mobile devices, accessories, and peripherals)
- Musical equipment
- Cooking implements
- Children's literacy kits
- STEM/STEAM kits, microscope, telescope, and tech toys
- Crafting kits and accessories
- Tools and other home improvement items
- Other items to be determined that serve the community's needs

Selection of Materials

Library Staff will select items that meet the needs and interests of patrons. The Library welcomes input from the community regarding the contents of the collection, and all suggestions will be considered using the same criteria as other collections at the Library. Items may be removed from the collection at any time for any reason.

Guidelines for Borrowing and Use

- Patrons must be 18 years of age or older and have a Durham Public Library Card with less than $20.00 in fees owed to borrow items from the Library of Things collection.
- Items may be reserved and will be held for a period of (48) hours only. Patrons will be notified by email and/or telephone when a reserved item becomes available. If the item is not picked up within 48 hours of placing a reserve, the reserve will be canceled, and the item will move to the next patron. Reservations will be extended in the event the Library is closed or has adjusted open hours.
- Patrons may not tamper with the item or otherwise change its existing configuration in any way. Items must be used for their intended purpose only. All damage must be reported immediately to the Library.
- **By borrowing and initiating use of the Library's item, the patron agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's item.**
- Parents/guardians are solely responsible for the use of an item by minors.
- Unlawful use of any Library of Thing item(s) is prohibited.

Loan Period

Generally an item may be borrowed for 1-week intervals and renewed up to 2 times unless another borrower is waiting. Some special items that are more costly (such as: telescope, AV equipment, tools, laptops, mobile devices, etc.) will be lent for shorter periods of time, in most cases, for up to 1 week. Renewals may be limited based on demand. The Library reserves the right to change borrowing periods for any item(s) at any time.

Check Out Procedure

- Patrons must request a Library of Things item for use at the Circulation Desk, present a photo ID, which will be photocopied and returned, and complete a Library of Things User Agreement.
- Patrons may not check out an item and then loan to another user. Patrons caught engaging in this activity will have their Library of Things privileges suspended for one month.
- At the time of check out, a staff member will inspect the item visually to make sure it is intact and operational. The borrower will then acknowledge with Library Staff that they agree and engage in the checkout procedure.

Check In Procedure

- Patrons are prohibited from returning the item to the Library's book drop. Items must be returned directly to a Library staff member. The item will not be considered returned until all components of the item are returned.
- When returning an item(s), the borrower must allow at least 5 minutes for a staff member to check the equipment.
- The staff member will verify that the item and associated accessories are present and in working order.
- Upon check in, the patron's photocopied ID will be returned.

Fees and Liability

- A patron's privilege to check out Library of Things items may be removed for one month if the patron fails to return the item at the due time or leaves before the check in procedure is completed.
- Under no circumstances should a borrower leave an item(s) unattended. The Library will not be responsible for stolen item(s).

> Charges for lost or damaged equipment will be communicated during the checkout process and must be acknowledge by the patron. Costs vary.

Durham Public Library
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Library of Things Lending Agreement

My signature below indicates that I am at least 18 years of age and have read the Library of Things (LOT) Item Lending Policy and that I agree to abide by the conditions of use when checking out an item from the Durham Public Library.

Library staff will inspect the item(s) and accessories to ensure that it is complete and working prior to checkout. Materials are expected to be returned in the same condition they were in at checkout.

I agree to accept full responsibility for the item(s) while it is checked out to me.

I will not place item(s) in any of the book drops but will return it and all accessories to the Library's Circulation Desk. I understand that I will be charged for damage incurred by placing the item(s) in the library book drop.

If it is found that an accessory is missing or damaged, I accept full financial liability for the item(s) and accessories while in my possession. I agree to pay all costs associated with damage to, loss of, or theft of the item(s) while it is checked out to me.

I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the item(s)

I acknowledge that failure to pay any amount owed will be considered an outstanding debt to the Durham Public Library and will be added to my library record.

I accept that the library is not responsible for damages incurred to personal property, or personal injury, while using the item(s).

I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a Library of Things item(s) for one month.

Patron Name (Printed):		Patron Barcode #:	
Item Description:		Item Barcode:	
Item Cost:		Patron Initials:	
Patron Signature:		Date:	Check Out Staff:
Date Returned:		Check In Staff:	