

East Troy Lions Public Library Library of Things Lending Policy

Original Policy Approved: 6-13-2023
Policy Updated and Reviewed: 9-12-2023
Updated Policy Approved: 9-12-2023

Purpose: The East Troy Lions Public Library strives to provide its patrons with a variety of items to meet their informational and entertainment needs. The Library of Things expands these offerings to equipment, experiences and specialty items. This policy supplements the Circulation Policy to specify the procedures for this diversified collection.

Eligible Card Holders

The ETLPL is a member of the Prairie Lakes Library System and the SHARE Consortium. Participation in these organizations broadens our patrons in good standing (as defined by our Circulation and Overdue Materials Policies) access to local materials and allows them access to libraries in Kenosha, Racine, Rock, and Walworth County Libraries. It also allows patrons from those libraries access to materials at ETLPL.

Patrons wishing to check out items from the Library of Things must be in good standing, a minimum of 18 years old, and sign a copy of the Library of Things Lending Agreement for items with a total value greater than or equal to \$60.

In the case of some explore passes, access may be limited to ETLPL card holders in good standing as defined by our Circulation and Overdue Materials Policies. Further limitation may be placed on physical location of the checkout and return of items in the Library of Things to the ETLPL circulation desk.

A limit of two items may be checked out per address at a time.

Categories of Things

1.) Reserve Things

Description: Certain items in the Library of Things are intended to provide patrons with equipment they may like to try before buying or would only use on rare occasions such as vacations. In general, library materials are not guaranteed to be available on a specific date. This is incompatible with a patron's need to schedule vacation and holiday activities in advance; therefore, items deemed most appropriate for such use will be available by reservation.

Loan Period: Flexible checkout periods not to exceed 2 weeks.

Deposit: A \$25 cash or check deposit (per reserved item) will be collected

Overdue Materials: It is our intention to work with families to create checkout periods that balance the needs of patrons returning from vacation and preparing to leave on vacation; therefore, it is extremely important items are returned on the agreed upon due date. Overdue fines on reserved items will be assessed daily at \$50 with a maximum fine of \$150.

Return of Library Materials

Library of Things items must be checked out and returned to the circulation desk at the East Troy Lions Public Library.

2.) Lucky Day Outdoor Exploration Things

Description: Those items whose use is more for everyday exploration or education will be available on a first come basis.

Loan Period: Checkout period of 7 days. No holds or renewals.

Overdue Materials: The Lucky Day items have a daily overdue fine of \$1.00 with a maximum fine of \$10.

Return of Library Materials

Library of Things items must be checked out and returned to the circulation desk at the East Troy Lions Public Library.

3.) Smaller Things

Description: Those items that are more common place or educational in nature and generally have a total value of \$49 or less.

Loan Period: Checkout period of 14 days. Holds are allowed and one renewal.

Overdue Materials: The Smaller Things have a daily overdue fine of \$.25 with a maximum fine of \$10.

4.) Electronic Things

Description: These items come in the form of tablet-type devices with various audiences and functions such as Launchpads and Kindle Paperwhites. Use of these devices is restricted to the content installed. Downloading additional content is not allowed.

Loan Period: Checkout period of 14 days. No holds or renewals.

Overdue Materials: The Electronic Things have a daily overdue fine of \$1.00 with a maximum fine of \$10.

Return of Library Materials

Library of Things items must be checked out and returned to the circulation desk at the East Troy Lions Public Library.

5.) Experience Things

Description: These would be any type of explore passes the library may offer. These will vary based on funding and most are valid only for a one-year period. Just as the venue varies, so too may the format of the pass. One-time use passes such as State Park Day passes limit the number of users naturally and may not need to be returned to the library. Season passes are likely limited to one copy and must be returned to the library to be available for the next user.

Loan Period: Checkout period of 3 days for passes that must be returned. No holds or renewals.

Overdue Materials: The Experience Things have a daily overdue fine of \$50 with a maximum fine of \$150.

Return of Library Materials

Library of Things items must be checked out and returned to the circulation desk at the East Troy Lions Public Library.

Return of Library Materials

Library of Things items categorized as **Reserve, Lucky Day, Electronic, and Experience** must be checked out and returned to the circulation desk at the East Troy Lions Public Library.

Lost or Damaged Materials

Many of the items in the Library of Things are created by combining multiple purchases. Each item will include an attached breakdown of contents and their individual prices. Should any of the contents be missing or damaged when the rest are returned, the patron will be billed for the smallest amount possible to replace parts at the Library Director's discretion.

Items are expected to be returned clean and ready for use. Patrons will be charged \$5.00 for every item returned in need of cleaning.

Available Things

Items will be added periodically; please refer to our website for an updated listing of items/things, checkout periods, and purchase prices.

Proper Use and Liability

The East Troy Lions Public Library will be held harmless for any injury, loss or damage that may occur from use of items from the Library of Things. It is expected that patrons will exercise care when using them and follow all manufacturer's recommendations for safe use. Toward that end, a copy of any instructions included in the items package will also be included in the packaging created for checkout.