

# Holyoke Public Library Library of Things Guidelines for Borrowing and Use Policy

## Definition

A “Library of Things” is defined as items such as small household appliances, tools, musical instruments, literacy kits, puzzles, games, bicycle locks, and other non-traditional library items.

## Terms and Conditions

A valid Holyoke Public Library card in good standing (no fines in excess of \$10 or billed items) is required to borrow from the library. Library of Things items must be checked out from and returned to the Circulation Desk at the Holyoke Public Library. These items may not be returned to any other library. Items may not be returned in the bookdrop. Borrowers of Library of Things items must be 18 years or older (unless otherwise noted), and must sign the Library of Things Lending Agreement.

### **Exceptions**

Chargers and bicycle locks must be used on HPL property. Chargers and bicycle locks may be loaned to users under 18.

## Loan Periods and Fines

Unless otherwise noted, Library of Things items may be borrowed for two weeks with no renewals. One item from the Library of Things may be borrowed at a time and are available on a first come, first serve basis. A reasonable replacement fee will be billed for Library of Things items that are lost or damaged.

### **Exceptions:**

Chargers and bicycle locks may be checked out to HPL patrons for four-hour periods. If there is no other patron waiting, locks may be renewed for further four-hour periods on the same day.

## Proper Use and Liability

Staff will inspect items prior to borrowing and again upon return. The borrower is solely responsible for the item and will be billed for replacement costs associated with damage or loss of the item and its components. The Library has sole discretion in making decisions about an item’s damage.

The Library of Things Lending Agreement is available online and upon request. The Holyoke Public Library is not responsible for any injury, loss, or damage that may occur from use of a Library of Things item.

## Library of Things Loan Agreement

By borrowing a Library of Things item, I agree:

- To abide by the Holyoke Public Library's Library of Things Guidelines for Borrowing and Use.
- To pay full repair and/or replacement costs should the item or its components be stolen, lost, damaged, or not returned.
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I acknowledge that the Library is not responsible for any injury, loss, or damage that may occur from use. Replacement costs are as follows:

- |  |  |
|--|--|
| <input type="checkbox"/> Charger (\$5)                     | <input type="checkbox"/> Induction cooktop (\$75)          |
| <input type="checkbox"/> Bicycle lock (\$12)               | <input type="checkbox"/> Hotspot (\$80)                    |
| <input type="checkbox"/> Juvenile backpack kit (\$40)      | <input type="checkbox"/> Memory kit (most \$80)            |
| <input type="checkbox"/> Juvenile VR goggle kit (\$40)     | <input type="checkbox"/> Seasons (\$150)                   |
| <input type="checkbox"/> YA kit (most \$40)                | <input type="checkbox"/> Mexico (\$170)                    |
| <input type="checkbox"/> Career kit (\$25)                 | <input type="checkbox"/> Instruments                       |
| <input type="checkbox"/> Drawing (\$50)                    | <input type="checkbox"/> Tongue drum (\$60)                |
| <input type="checkbox"/> BK Acevedo (\$108)                | <input type="checkbox"/> Keyboard (\$75)                   |
| <input type="checkbox"/> BK Garvin (\$144)                 | <input type="checkbox"/> Lawn games                        |
| <input type="checkbox"/> BK Johnson (\$144)                | <input type="checkbox"/> Ladder golf (\$25)                |
| <input type="checkbox"/> Podcasting kit (\$50)             | <input type="checkbox"/> Bocce (\$40)                      |
| <input type="checkbox"/> Civics and citizenship kit (\$50) | <input type="checkbox"/> KUBB (\$48)                       |
| <input type="checkbox"/> Career games (\$60)               | <input type="checkbox"/> Rollers (\$49)                    |
| <input type="checkbox"/> YA (\$40)                         | <input type="checkbox"/> Cornhole (\$75)                   |
| <input type="checkbox"/> Juvenile story walk (\$75)        | <input type="checkbox"/> Connect Four (\$100)              |
| <input type="checkbox"/> Metal detector (\$75)             | <input type="checkbox"/> Juvenile Launchpad tablet (\$170) |
|  | <input type="checkbox"/> Laptop (\$900)                    |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Staff initials: \_\_\_\_\_

The library will keep this signed agreement on record for the Library of Things item you are borrowing today.

Item Borrowed: \_\_\_\_\_

Item Barcode: \_\_\_\_\_