

Holyoke Public Library “Library of Things” Guidelines for Borrowing and Use Policy DRAFT

Definition

A “Library of Things” is defined as items such as laptops, induction burners, tools, musical instruments, literacy kits, puzzles, games, 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. Please do not return in the bookdrop. Borrowers of Library of Things items must be 18 years or older and must sign the Library of Things Lending Agreement at the end of this document.

Loan Period and Fines

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. Library of Things items accrue overdue fines. Patrons must wait one week after returning before checking the item out again.

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.

Lending 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 an overdue fine, as outlined, if the item is returned late.
- To pay full repair and/or replacement costs should the item or its components be stolen, lost, damaged or not returned.

I acknowledge that the Library is not responsible for any injury, loss, or damage that may occur from use.

Signature: _____ Date: _____

Print Name: _____ Phone # _____

Item Borrowed _____

Item Barcode: _____

Initials of Staff Member receiving form: _____