


<p><b>Library of Things Policy</b></p> <p><i>Approved by Library Advisory Board: [DATE]</i></p> <p><i>Updated and approved by Library Advisory Board: [DATE]</i></p> <hr/> <p><i>Review Date: [DATE]</i></p>	
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## Definition and Purpose of Library of Things

In keeping with the City of Wolfforth Library's mission to "provide innovative Library services," the City of Wolfforth Library offers a Library of Things (LoT): a collection of items that expands the boundaries of traditional library materials. The LoT represents a variety of types of items and is designed to help City of Wolfforth Library patrons achieve their personal, professional, and recreational goals.

## Collection Types

- **Circulating.** Items include crafting tools, smaller tech items, games and kits, etc.
- **Library Use Only.** These items include larger or unwieldy items that are likely to be damaged in transit, or items that require supervision.

## Borrower Responsibilities

For LoT items valued at \$100.00 or more, patrons wishing to borrow these items will be required to review and sign an agreement form that lists replacement costs of the entire item and/or its individual components. Patrons will be given a copy of this agreement form for their reference, and staff will maintain the signed copies.

Any damage to or loss of LoT items or components is the responsibility of the borrower. Patrons will be billed according to the replacement costs outlined in each LoT agreement form (if parts), or the total item cost as listed in the Library Catalog, depending on the nature of the item and the extent of the damage.

LoT items can be requested through the Library Catalog. Items will be held for seven (7) days, upon which the hold will be canceled, and the item will be held for the next person in line or returned to the shelf. Repeated no-shows may result in the loss of the right to make advance reservations for items.

## Circulating Collection Policy

LoT circulating items may be reviewed and placed on hold via the City of Wolfforth Library website or via a public display in the library. Patrons may also borrow items on a walk-in basis as long as there is no conflicting reservation. Items may be borrowed by patrons with a City of Wolfforth Library membership in good standing for at least three (3) months. Some items may have age restrictions.

The City of Wolfforth Library is a fine-free Library with the exception of the Library of Things collection. The overdue fines for these items will be \$3 (three dollars) per day, per item.

Pick up and check out will be available at the City of Wolfforth Library only. Due to the delicate and/or bulky nature of many of the items, they will not be sent through Interlibrary Loan. All circulating LoT

items must be returned inside the library and handed to a staff member to be checked for damage and to ensure that all parts are present.

The checkout period for LoT circulating items will be one week with one (1) renewal. Checkout frequency is limited to five (5) items at one time in order to give the greatest number of residents the opportunity to use the items. If checkouts per household exceed these amounts (or will exceed these amounts if there is an existing future reservation), City of Wolfforth Library staff reserve the right to refuse additional checkouts.

Staff will confirm that all item components are present and in working order prior to checking items out to patrons, as well as upon return.

Instructions on how to use each item are not offered unless stated otherwise. Patrons are encouraged to leverage the LoT to create a learning experience for themselves and their families and are welcome to refer to the instructions and guides that accompany each circulating item. Staff are available to help patrons find books or other resources that may aid them in their learning.

### **In Library Use Only Collection Policy**

Non-circulating items may be borrowed by patrons with a City of Wolfforth Library membership in good standing. These items may have age restrictions and/or location restrictions within the library.

Instruction by designated staff may be required prior to use of these LoT non-circulating items. These items will be clearly labeled as such.

At the end of the use session, patrons are responsible for returning the item to the designated staff to remove the item from their library account.

Designated staff will check the item upon its return to ensure that all components are present and in working order for the next person.

**City of Wolfforth Library**  
**Library of Things**  
**Borrower's Agreement & Use Policy**

1. Patrons must be aged 18 or over and be a patron in good standing for at least three (3) months to borrow certain equipment from City of Wolfforth's ("Library") Library of Things.
2. Prior to borrowing LoT items, all patrons must (a) sign the Borrower's Agreement & Use Policy, and (b) provide picture id and proof of address. Additional agreements may be required depending on the type of item borrowed.
3. By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the patron is authorized to use LoT items, unless by the express permission of the library.
5. Patrons may borrow up to five (5) LoT items per household at a time.
6. All items borrowed are to be returned to the library by the close of business on their due date during the library's open hours, inside the library.
7. The library may replace severely delinquent (i.e. unreturned) items, holding the patron responsible for the full replacement cost.
8. The patron agrees that the library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed items.
9. The patron agrees that if any borrowed item becomes unsafe or in a state of disrepair, patron must immediately discontinue use of the item and notify the library of the issue on return, or earlier.
10. All items are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All items must be returned clean.
11. The patron agrees to report any damage to the library immediately. The patron also agrees to pay for the loss of or damage to any item and to accept the library's assessment of condition of items and to further agree to the library's assessment of fair restitution for damage, dirtiness, and/or loss of items in part or in total.
12. The library reserves the right to refuse the loan of any item at its discretion.
13. This agreement shall be in effect for one (1) year.

I state that I have read and fully understand the Library of Things Borrower's Agreement and Use Policy of the City of Wolfforth Library, and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
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Approved by the City of Wolfforth Library Advisory Board [DATE]