

POLICY: Library of Things Collection

Approved by the Library Board: November 20, 2024

The Library of Things (LoT) is a collection of non-traditional items supporting the library's mission to "connect people to information, ideas, and one another" through tools and hands-on experiences.

Eligible Borrowers

A CAFÉ library card in good standing (fines under \$10) is required to borrow an item from the Library of Things. All borrowers must abide by the Pauline Haass Public Library Circulation Policy. **Some items, including wifi hotspots, kitchen implements, and Explore Passes to local area attractions, are only available to borrowers in good standing over the age of 18.** An agreement signature may also be required for checking out these items.

Borrowing Limitations and Rules

Many Library of Things items may be placed on hold for pickup at Pauline Haass Public Library. **Some items, including Explore Passes and Lucky Day Hotspots, cannot be held and are subject to additional borrowing limitations to ensure fair use and access to the entire community.**

Please see the end of this policy for the rules on specialty items. For all other items:

- All Library of Things items must be returned to the Pauline Haass Public Library at the Circulation Desk during normal library hours. **A \$5.00 charge will be assessed for items returned to another library or in the book drop.**
- Most items can be checked out for one (1) week and renewed once if there is no waiting list. Special loan periods apply to specialty items.
- For most items, the overdue fee is \$1.00/day. **Special overdues apply to specialty items (Explore Passes \$50/day, Lucky Day Hotspots \$5/day).**

Proper Use & Liability

The borrower is solely responsible for Library of Things items and will be billed for reasonable repair or replacement costs associated with any damage or loss. The library has sole discretion in making these decisions. Replacement costs vary by item and are based on current retail prices.

Items are expected to be returned clean and in good condition. Cleaning costs may apply to specialty items.

The library is not responsible for any injury, loss, or damage that may occur from use.

Patrons are expected to use the items only according to the instructions provided by the Manufacturer.

Specialty Items

Items with high replacement costs, low availability and high demand, and other factors demanding a higher than usual measure of accountability from borrowers have additional borrowing restrictions, procedures, and associated fees.

1.) Explore Passes (Circulating passes to local attractions)

- a. Borrowers must be 18 or over, in good standing.
- b. Borrowers must sign agreement form and show photo ID that matches their library card at checkout.
- c. Passes may be checked out for three (3) days and may not be renewed.
- d. A patron may borrow only one pass at a time.
- e. A pass must be returned to the library for at least one week before being checked out by the same patron.
- f. \$50 per day overdue fine. There is no grace period.

2.) Kitchen Implements

- a. Items must be clean upon return. A \$5.00 cleaning charge will be assessed if items are returned dirty.
- b. Problems with usage (equipment malfunctioning) should be reported at return.
- c. Borrowers must be 18 or over, in good standing.

3.) Wifi Hotspots

- a. Hotspots must be returned to the shelf for 24 hours before being borrowed again by the same patron.
- b. A patron may borrow only one hotspot at a time. Exceptions may be approved by the library director.
- c. Borrowers must be 18 or over, in good standing.
- d. Borrowers must show photo ID that matches their library card at checkout.

Adopted by Library Board: October 19, 2022

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