



## Library of Things Collection Policy

The Library of Things is a collection of non-traditional library items that complement the Kimball Public Library's mission to provide educational, cultural, historical, and recreational materials to meet the present and future needs of its users. Patrons who borrow a "Thing" agree to abide by the Kimball Public Library's Library of Things lending guidelines below.

### **Scope of Collection**

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. The Library of Things is not intended to be comprehensive, as the library is limited by a finite amount of funds and storage space for items. The Library of Things may include, but it not limited to:

- Children's Learning Kits and Toys
- STEM/STEAM Kits
- Crafting Kits and Tools
- Games and Puzzles
- Sports and Outdoor Equipment
- Tools and other Home Equipment
- Audiovisual Equipment
- Technology items

### **Selection of Materials**

The library staff will select materials for the Library of Things based on the needs and interest of the library's patrons. The library welcomes input from the community concerning the collection. All suggestions for the purchase are evaluated using the same selections criteria as for other materials.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

All library patrons are required to check out and return Library of Things items to the library front desk.

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

## **Library of Things Guidelines for Borrowing and Use**

A valid Kimball Public Library card with no outstanding fines or fees above \$2 is required to borrow a Thing. All library patrons are required to check out and return Library of Things items to the front desk. The Book Drop is not to be used to return Things.

Each patron may only check out 2 Things at a time.

## **Loan Periods and Fees**

In most cases, a Thing may be borrowed for a 1-week period. Things can be renewed 1 time but must be brought into the library to renew the item. Some items that are more costly (AV equipment, tools, laptops, hot spots, etc.) in most cases, for up to 1 week with no renewals. All Things can only be checked out to patrons 18 years of age or older. The Kimball Public Library reserves the right to change borrowing periods for Things at any time. Borrowing times may be changed if the items is in high demand.

## **Proper Use and Liability**

Please use care when handling the Thing you have borrowed.

The borrower is solely responsible for the Thing and will be charged for reasonable repair or replacement cost associated with damaged or loss of the Things and/or peripherals due to neglect or abuse. A list of replacement cost of Things is maintained by the library and is available upon request.

The Kimball Public Library is not responsible for any injury or damage that may occur from the use of a borrowed Thing. The responsibility to

protect against loss is the borrowers. The Patron/Borrower assumes all risk upon borrowing a Thing from the Kimball Public Library.

The borrower agrees to protect, save, and keep the City of Kimball, the Library Board of Trustees, the Library Director, their employees forever free and harmless, and indemnified against any and all costs or expense arising out of any accident or other occurrence causing injury to any persons or property as a result of using any item in the Library of Things.

Staff will inspect Things upon return. Borrowers are expected to return the Thing with all parts and components in the original library container to the front desk. Patrons will be financially responsible for any damage to a Thing while in their possession.

### **Kimball Public Library's Library of Things Loan Agreement**

My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out materials from the Library of Things Collection.

\_\_\_\_\_ I AGREE TO ACCEPT FULL RESPONSIBILITY FOR  
THE MATERIAL WHILE IT IS CHECKED OUT TO ME

\_\_\_\_\_ I ACCEPT FULL FINANCIAL LIABILITY FOR THE  
MATERIAL AND ACCESSORIES WHILE IN MY  
POSSESSION.

\_\_\_\_\_ I AGREE TO PAY ALL COST (INCLUDING FULL  
REPLACEMENT COST) ASSOCIATED WITH DAMAGE TO,  
LOSS OF, OR THEFT OF THE MATERIAL AND  
ACCESSORIES WHILE IT IS CHECKED OUT TO ME

\_\_\_\_\_ I AGREE TO ASSUME FULL RESPONSIBILITY AND  
LIABILITY FOR ANY INJURY OR DAMAGE THAT OCCURS  
WHILE IT IS CHECKED OUT TO ME

\_\_\_\_\_ I AGREE TO PAY A \$10 CLEANING FEE IF THE THING  
IS NOT RETURNED COMPLETELY CLEAN

\_\_\_\_\_ I AGREE TO PAY A \$1 PER DAY LATE FEE IF ITEM IS NOT RETURNED ON ITS DUE DATE, I UNDERSTAND THAT FINE FREE WEDNESDAY DOES NOT APPLY TO THIS ITEM

**Library of Things Loan Agreement**

My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out material from the Library of Things Collection.

I agree to accept full responsibility for the material while it is checked out to me.

I accept full financial liability for the material and accessories while in my possession.

I agree to pay all costs (including full replacement cost) associated with damage to, loss of, or theft of the material and accessories while it is checked out to me.

I agree to the loan period set for the Thing borrowed and I agree to return the Thing to a staff member inside the Library (not in the Book Drop).

**Patron Name:**

Please Print \_\_\_\_\_

Signature \_\_\_\_\_

Patron Address: \_\_\_\_\_

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

Borrowing Period: \_\_\_\_\_

Replacement Value of Item: \_\_\_\_\_

**Staff use only**

Patron Library Card Number: \_\_\_\_\_

License checked against patron record? Yes or No      Staff Initials: \_\_\_\_\_

*Approved by the Library Board of Trustees April 2020*

**WRITTEN AND APPROVED 09-13-2021**