

LIBRARY OF THINGS LENDING GUIDELINES

The Library of Things is a defined collection of physical items for loan that expands the range of traditional Library materials. It provides diverse opportunities for learning, discovery and engagement, helping create an enhanced quality of life for our patrons. This collection builds community through a shared economy, offering access to things one may need or want to try, without the burden of owning. Patrons who borrow an item from the Library of Things collection (“Things”) agree to abide by the Library of Things lending guidelines established by the North Branford Library Department.

Guidelines for Borrowing and Use

- A valid Connecticut public library card, in good standing, with up-to-date address and contact information is required to borrow a Thing.
- All borrowers must read, understand and sign the Library of Things Borrowers Agreement and Liability Waiver when picking up and checking out a Thing.
- Borrowers must be 18 years old or older due to safety concerns.
- The Atwater and Smith libraries each maintain its own, separate Library of Things collection. Items must be held, picked up, and returned at their respective locations.
- You may only have 2 items from the Library of Things checked out at a time.
- Things must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed).
- Things may not be returned in the book drop.
- The Library reserves the right to take a Thing out of circulation temporarily to support a library program or for repair or maintenance.
- Library staff may limit the number of repeat loans of a specific Thing to one household in the interest of ensuring fair access for all library patrons.

Loan Periods and Fees

- Based on availability, Things may be requested online through the Library's catalog, in-person with a Library staff member, or by calling the Atwater Library at 203-315-6020 or the Edward Smith Library at 203-484-0469. You will be notified when your Thing is ready to be picked up. As a courtesy to others, please cancel any reservation you will not be using as soon as possible. The patron placing the reservation must check out the Thing using their own Library card in person at the Adult Circulation Desk.
- Things have a 7-day loan period with no renewals and must be returned by the date specified.
- Due to their nature, Things are not available for Interlibrary Loan or delivery between libraries.
- Overdue fines are \$10.00/day (up to a maximum of \$50). Borrowers will be billed for the full replacement cost of any Thing that is kept more than 28 days past the due date. Replacement charges vary for each Thing. A list of replacement costs for our Library of Things collection is maintained by the Library and is available upon request.

- Internet service to WiFi hotspots will be turned off if not returned by the due date.
- The Library reserves the right to change borrowing periods for any Thing at any time.

Proper Care/Use and Liability

- As with all Library materials, borrowers are responsible for the care of the Thing and any supplemental materials. The borrower will be billed for reasonable repair or replacement costs associated with damage or loss of Thing and/or peripherals due to neglect or abuse. The Library cannot accept replacement items in lieu of payment. The borrower assumes liability for the Thing while it is in their care and it is the responsibility of the borrower to protect against loss. Mobile hotspots should be kept in a temperature-controlled environment; do not leave it in your car.
- The Thing is used at the sole risk of the borrower. The Library does its best to provide clean and fully functional Things, but is not responsible for item failure. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use. The Library is not responsible for any injury, loss, or damage that may occur from use of a Thing.
- Staff will inspect the Thing upon return. Borrowers are expected to return the Thing with all parts and components, including instructions, in the original Library container to the Adult Circulation Desk.