

Library of Things Specialty Items Circulation Policy

The JKPL Library of Things includes specialty items that which are fragile, expensive, and / or designed for use by individuals of a certain maturity level. These devices may be checked out for use within the library or at home. The following rules apply:

1. Any full-service patron aged eighteen (18) years or older, with a James Kennedy Public Library card that is at least 30 days old and in good standing (i.e. library record is not blocked due to unpaid fees or lost materials), may check out a Thing upon completion of a *Library of Things Borrower's Agreement*.
2. The loan period for these materials is one (1) week.
3. Reservations and renewals will be allowed per general library policies. Additional limits may be placed if demand or collection size warrants.
4. A maximum of three (3) Specialty Items maybe be checked out at one time.
5. A patron's library card will be blocked for computer access or ability to check out any further materials if a LoT Specialty Item is overdue.
6. There is no charge to borrow Things, however Things that are valued at more than \$200.00 will require a deposit. The amount of the deposit will depend on the value of the item borrowed and will be approximately 25% of the value. The deposit may be cash or personal check bearing a local address. The deposit will be returned in the same form it was received once the Thing has been checked in and found to be in good working order.
7. Library staff will verify that the Things are in good working order before they are checked out to a patron.
8. Library staff will verify that the Things are in good working order and all parts and pieces are included once it is returned but before it is checked in.
9. Once a Thing is checked out to a patron, the Thing becomes the responsibility of that patron per the *Borrowers Agreement*.
10. Things should be returned to a **staff member** at the main circulation desk only. They should not be returned in a drop box. Patrons will be held responsible for any damages to the Things as a result of being returned improperly.
11. The patron is responsible for the return of the items in good condition. The borrower will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. A \$5.00 processing or cleaning fee may be charged.
12. The James Kennedy Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrower's.
13. The Library reserves the right to refuse service to anyone who abuses library material, is repeatedly late in returning materials, or who places the Things in the drop box.

Fees and Liabilities:

The patron is responsible for the return of the Thing, plus all accessories, in good condition. In case of loss, theft, or damage, the patron will be charged the full cost to replace or repair any missing or damaged parts or pieces. A \$5.00 processing or cleaning fee may be charged.

Library of Things Specialty Items and Replacement Cost as of October 2019

NOTE: Will add to this list as we catalog and get items out

Thing	Purchase Price	Deposit Required
Go Pro Camera & Accessories	\$399	\$100

Approved October 8, 2019