

Library of Things Collection Development and Circulation Policy

Adopted by the Board of Trustees, December 21, 2022
Revised by the Board of Trustees, October 18, 2023

The Library of Things (LOT) is a collection of non-traditional materials. A collection of this nature provides access to materials people may not be able to purchase as well as reduces waste and consumption. In addition, the Library of Things fosters learning, increases accessibility, promotes social engagement and provides entertainment as well as aligns with the Library's mission statement and strategic goals.

Patrons who borrow materials from the Library of Things agree to abide by the lending guidelines below.

Acquisition of Materials:

Librarians and other professional staff will select materials based on the needs and input of the community. Purchase suggestions are evaluated using the same selections criteria as for other materials and are not automatically added to the collection.

Donated materials being considered for the collection will be evaluated by library staff, but there is no guarantee all materials will be added to the collection. Not all library materials may be suitable for all members of the community.

Evaluation of Collection:

The Library will maintain the collection through circulation reports and input from the community. Materials that are deemed not popular or do not circulate will be removed from the collection as needed.

Library's Use of Materials:

Library staff have the right to temporarily remove materials from circulation for repair or use for library programs.

Borrowing and Usage Guidelines:

Materials from the Library of Things must be checked out from and returned to the circulation desk during the Library's hours of operation. Materials may not be returned to any of the book drops or any other library location. A valid Hicksville Public Library card must be used and the patron must be 18 years old or older and in good standing with the Library. If a patron age 17 and under uses material(s) from the Library of Things the parent or guardian accepts all responsibility if any part of the material(s) is damaged or lost. Use

care when handling materials from the Library of Things.

Loan Periods:

Loan periods will be decided by library staff and will vary depending on the material(s) and time of year.

Fines and Liability:

Library of Things materials that are overdue will incur a charge of \$5.00 a day up to \$25.00 and the library card may be blocked immediately. Materials that provide a service may be turned off at the Library's discretion. For materials that are damaged, lost or missing parts; the patron may have to pay the cost for a replacement unless damaged, lost or missing parts can be replaced separately. The Library has the right to refuse a replacement item from a patron by their own personal purchase. All final decisions are made by the Library.

The Hicksville Public Library is not responsible for any damage, injury or loss that may occur while a borrower is using material(s) from the Library of Things.

Materials should be returned in the same state they were checked out in. If any material(s) is damaged at the time of check out please let the library staff know as soon as you notice, so that you may not be held responsible. Materials that have gotten dirty while checked out should be cleaned before they are returned. The library reserves the right to charge a \$2.00 cleaning fee for materials that are returned dirty.

Waiver:

By checking out the equipment lent by the Hicksville Public Library (the "Library"), patrons agree to the following:

I, on behalf of myself and my heirs, executors, administrators, and/or assigns, hereby voluntarily release, discharge, and hold harmless the Hicksville Public Library, together with its parents, subsidiaries, affiliates, predecessors, and successors, past, present and future, and its and their agents, Board of Trustees, employees, officers, attorneys, insurers and reinsurers, past, present and future, and their heirs, executors, administrators, predecessors, successors, and assigns (collectively, the "Releasees") of and from any and all legally waivable claims, causes of actions, suits, lawsuits, debts, and demands whatsoever in law or in equity arising from any loss, damage, or injury to persons or property arising from the Releasees' negligence regarding the equipment or from my or my designees' use of the equipment. In no event

shall the Library be liable to me for indirect or consequential damages. I agree to indemnify and hold the Releasees harmless from and against any liabilities, claims, actions, proceedings, damages, losses, costs, and expenses, including attorney's fees, for all injuries or death of any person, or damage to any property occurring or connected with, directly or indirectly, my or my designee's possession, use, and return of the equipment.

I am borrowing the equipment as-is. I acknowledge that I have examined the equipment and that its condition is acceptable. I agree to keep and maintain the equipment in good condition, use it in a careful and appropriate manner, and to comply with all manufacturer recommendations.

I understand that the Library does not provide supervision or instruction for use of the equipment. I understand and acknowledge that the use of the equipment may involve a risk of serious injury. I agree to refrain from using the equipment in a manner inconsistent with its intended purpose.

I state that I have fully read and understand this Liability Waiver and the Library's Library of Things Policy. I further understand that failure to comply with any of these rules may result in revocation of borrowing privileges.