



MAYWOOD PUBLIC LIBRARY

459 Maywood Ave., Maywood, NJ 07607
maywood.bccls.org
(201) 845-2915

LIBRARY OF THINGS POLICY

Overview

The Library of Things is a collection of items for loan that expands the boundaries of traditionally defined library materials. A natural evolution of the library's existing lending model, this collection supplements the library's approach to meeting the needs of our diverse and growing community. The tools in this collection help support Maywood Library's mission of offering people of all ages abundant opportunity to enrich their lives. Patrons who borrow an item from this collection agree to abide by the Maywood Library's Library of Things lending guidelines below.

Types of Materials Included in Collection

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. To further this goal, the Library of Things may include:

- Audiovisual Equipment, such as a portable record player or projector
- Science and Technology Kits, such as a microscope, telescope, simple robotics, and beginner computer programming kits
- Games such as board games, puzzles, outdoor games,
- Outdoor recreation, such as metal detector and binoculars

Various other items will be considered for inclusion in The Library of Things based on community interest and available Library resources.

Borrowing

A valid adult Maywood Library Card (age 18 and older) in good standing, i.e., no outstanding fines/fees or overdue material, must be used to borrow an item in the Library of Things. Due to the limited availability of items in the Library of Things, patrons may borrow up to two (2) items at a time per library card. Borrowers are required to check out and return Library of Things items to the circulation desk. Items are not available for self-checkout and cannot be returned to the drop box or to another library.

Unless noted, most items are loaned for seven (7) days with one renewal. Items will not be renewed if another person is waiting for the item. Although the Maywood Library is fine free for most materials due to the limited nature of this collection, late fees will be assessed for items in the Library of Things. See individual item for fine information.

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.

Proper Use and Liability

Use care when handling Library of Things items. The borrower is solely responsible for the item and will be billed for reasonable repair or replacement costs associated with damage or loss of items and/or peripherals due to neglect or abuse. A list of replacement costs is maintained by the Library and is labeled on each item.

The Maywood Library is not responsible for any injury, loss, or damage that may occur from use of an item from the Library of Things.

The responsibility to protect against loss is the borrower's. Staff will inspect items upon return. Borrowers are expected to return the item to the circulation desk with all parts and components in the original library container. Items must be returned clean and ready for the next user. Patrons will be responsible for any damage to an item while in their possession.

Library's Use of Things

The library reserves the right to take an item out of circulation without notice to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

Release and Indemnification

Patrons wishing to borrow from the Library of Things will be required to sign the attached "Release and Indemnification" and submit same to the Library prior to the release of any item from the Library of Things. Patrons below the age of 18 years shall be required to obtain the signatures of their parents or legal guardian. Signed "Releases and Indemnifications" shall be kept on file by the Library and unless and until revoked by the patron shall remain in effect and shall permit the patron to borrow from the Library of Things.

Library of Things Agreement

Recognition of Safety and Age Guidelines

Safety Precautions and Recommended Age Guidelines:

- Recommended age guidelines for Library of Things materials vary and are provided for each Library of Things kit/game. Decisions about use and supervision for children under age 18 rest with the parent or guardian.
- Library of Things materials may contain electrical components which must be handled with care. Parents/guardians agree to read the included instruction manual and discuss safety precautions, as well as provide adult supervision, if necessary, when allowing children to use each kit/game.
- Kits/games may contain moving parts. Do not touch motors, fans or other moving parts while they are running. Do not launch the Snap Circuits fan, or other parts, at people, animals or objects.

Lending Policy:

See attached *Library of Things Materials Lending Policy*

Responsibility for Replacement Cost of Lost or Damaged Parts and/or Kits/Games: Library of Things materials that are lost, damaged or unusable due to missing parts can only be replaced by borrower's payment of the full replacement cost. The Library cannot accept replacement kits/games in lieu of payment.

RELEASE and INDEMNIFICATION

I hereby acknowledge that there is a risk of injury involved in the use of Library of Things materials. I certify that I am aware of such risks. With this knowledge and in consideration for the right to borrow Library of Things materials from the Maywood Public Library, I hereby release and discharge the MAYWOOD FREE PUBLIC LIBRARY, AND ITS trustees, its employees, agents and contractors AS WELL AS THE BOROUGH OF MAYWOOD, ITS MAYOR AND COUNCIL, ITS EMPLOYEES, AGENTS AND CONTRACTORS from any and all suits, claims and demands for personal injuries, property damage or otherwise of every kind and character arising out of the use of Library of Things materials and I hereby agree to indemnify and hold the Maywood Free Public Library AND its employees, trustees, agents and contractors AS WELL AS THE BOROUGH OF MAYWOOD ,ITS MAYOR AND COUNCIL AND ITS EMPLOYEES AGENTS AND CONTRACTORS harmless from any loss or damages or costs including but not limited to reasonable attorney's fees which it / or they may sustain if any litigation arises for any personal injuries and/or property damage sustained by anyone arising out of my use of Library of Things materials.

I will obey the Library of Things Materials safety precautions and recommended age guidelines as listed in writing for each kit/game.

ACKNOWLEDGED AND AGREED:

Item Type: Library of Things Collection

Borrower Name (Please Print) _____

Borrower Signature _____

Parent / Guardian Printed Name and Signature (If User is under 18)

Date: _____

Approved by the Maywood Free Public Library Board of Trustees 7/21/21



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