



ALGOMA PUBLIC LIBRARY

Library of Things – Policies and Procedures

The Library of Things is a collection of non-traditional library items that complement the Algoma Public Library's mission of providing traditional and innovative library resources, programs, and services for the Algoma community. This collection complements the selected library service responses of stimulating imagination, satisfying curiosity, and expressing creativity.

Patrons who borrow a Thing agree to abide by the Library of Things lending guidelines below.

How to Checkout:

- Things may be borrowed by InfoSoup Library cardholder's 18 years of age or older, with a valid library card in good standings.
- Patrons must possess a current InfoSoup Library card with current address and no outstanding fines greater than \$5.00 to borrow equipment.

Borrowing Guidelines:

- The lending period is (7) days and may not be renewed.
- A maximum of 2 Things per family may be checked out at one time.
- Use care when handling the Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions.
- Library of Things equipment has a late fine of \$1 per day. Fines stop accumulating once they reach the equipment's replacement cost.
- Repeated late returns may result in loss of Library of Things borrowing privileges.
- If a Thing is lost or not returned, charges will be applied to the cardholder's library account for the value of the item.
If a Thing is damaged, the card holder will be charged for the repairs or replacement of the item.
- Things are not considered returned until all items associated with it (excluding items that are not returnable due to the nature of the Thing – for example, one-use items such as slide covers for microscope or potential seeds included in gardening kit) have been returned to the library in good condition.

- Library of Things equipment must be checked out and returned at the Circulation Desk of the Algoma Public Library. Items returned to the drop box or through delivery will result in a \$5 fine to the borrower's account.

Availability:

Reservations for Things will be made on a first-come, first served basis. Reservations may be made by phone, email, or in person at the Library. The patron reserving the Thing must present an InfoSoup Library card and pick the unit up in person.

Procurement of Materials:

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in the City of Algoma. The library's professional staff will select materials based on the needs of library patrons. The library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library can accept only a limited number of donations. The library does not accept materials that are not outright gifts and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as material acquired for purchase.

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. Due to the nature of the items contained in the Library of Things, these items will not be eligible for Interlibrary Loan to other libraries. All library patrons are required to check out and return Library of Things items to a staff member at the Circulation Desk at the Algoma Public Library.