

Leominster Public Library

Library of Things Collection Development and Circulation Policy

Rationale:

This policy is to inform patrons of the collection development procedures and circulation rules for the public use of non-traditional library items (Library of Things) at the Leominster Public Library.

Library of Things Policy Statement:

The Library of Things is a collection of non-traditional library items that complement the Leominster Public Library's mission.

Types of Materials Included in the Library of Things Collection:

1. Home improvement and assistive devices
2. Electronic devices
3. Science and technology kits
4. Recreation and Crafting tools

Procurement Procedures

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 Leominster and surrounding communities.

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.

Borrowing and Use Guidelines

All Library of Things objects are required to be checked out and returned to the Information Desk at the Leominster Public Library. Due to the nature of the items contained in the Library of Things, these items will not be shared via delivery with the other libraries in the C/WMARS consortia. The library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

A valid Library card with no outstanding fines above \$10 is required to borrow a Thing.

Loan Periods and Fines:

Please refer to our Library of Things Loan Periods and Fines inventory for Thing-specific details.

Proper Use and Liability

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 accessories due to neglect or

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abuse. The Library has sole discretion in making these decisions. Staff will inspect Things prior to borrowing and again upon return.

- The borrower accepts full responsibility for the Thing while it is checked out to them.
- The borrower agrees to abide by all lending guidelines.
- The borrower agrees to accept full financial liability for the Thing and accessories while it is checked out to them.
- The borrower agrees to return the Thing to a librarian at the Information Desk at the Leominster Public Library.
- The borrower agrees that failure to comply with any of these rules and guidelines will result in the loss of my borrowing privileges.
- Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

The Library of Things Lending Agreement is available online and upon request. Patrons may be asked to sign a copy of the Electronic Device Agreement when borrowing an electronic device from the Library of Things.