

# Library of Things Policy

## Portage County Public Library

The Portage County Public Library has a Library of Things, a collection of useful household and outdoor equipment items, available for patrons to check out, subject to the terms of this policy and the Library of Things Lending Agreement. The Library of Things collection is available at the Reference Desk of the lending branches.

A patron must complete and sign the Library of Things Lending Agreement to check out items from this collection.

A patron must present his or her valid Portage County Public Library card (or their valid card from another South Central Library System member) at checkout along with a government issued photo identification card.

A patron must be age 18 or over to borrow tools or items that may present safety concerns.

A patron under the age of 18 or without a photo identification card may use the photo identification card of a present parent or guardian to borrow an item. The Library will only check out an item to the patron whose name is attached to the presented Library card.

The items are available on a first-come, first-served basis or through staff-initiated holds. Items may be borrowed for up to fourteen (14) days. Library staff may limit the number of repeat loans of a specific item to one household in the interest of fair access to all library patrons. At his or her discretion, Library staff reserve the right to withhold loaning any item to any patron.

Library of Things items and any accessories in the case/bag provided must be returned to a check out desk staff member at the library branch where the item was checked out. Library of Things items may not be returned in the outside material return slot. The Patron must return the item in clean condition and in the same or better condition as when the patron checked out the item from the Library.

The patron agrees to report the loss of or any damage to the item or accessories to the check out desk staff member. The patron is responsible for all losses or repairs to damaged equipment, up to and including the replacement cost of the item. If a returned Library of Things item requires staff attention to clean/prepare, the patron will be fined \$5.00.

If a Library of Things item is returned late, the patron will be fined \$1.00 per day to a maximum of \$10.00. Any existing unpaid fines exceeding \$20.00 will prevent a patron from borrowing additional items. If a patron does not return the item and/or accessories, the patron shall be liable to the Portage County Public Library for the total cost of the unreturned items.