



# Granby Public Library Library of Things Circulation & Collection Development Policy

For Staff Use Only

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

In System: \_\_\_\_\_

## Overview

The *Library of Things* is a collection of non-traditional library items that complement the Granby Public Library's mission to provide free access to diverse ideas, resources, and experiences and to enhance the quality of life in our community by providing and encouraging lifelong learning through a variety of resources. Items in the *Library of Things* collection are purchased and maintained in accordance with the library's "Material Selection Policy". Patrons who borrow a "Thing" agree to abide by the Granby Public Library's *Library of Things* lending policy below. Accepting a copy of the policy indicates the patron's agreement with the policy for all current and future borrowing and receipt of receiving policy will be noted on patron's account.

## Confidentiality of User Records

Pursuant to *Connecticut General Statutes Sec. 11-25(b)*, identifiable personal information contained in the circulation records of the public libraries within the Consortium shall be confidential.

## Circulation

**Responsibility:** A Library patron must hold an adult library card and is responsible for all *Library of Things* materials checked out on their card. If a patron allows others to borrow materials using their card, or borrow materials checked out on their card, those materials are the sole responsibility of the card owner.

- Not all "Things" may be suitable for all members of the community. Responsibility for a child's use of "Thing" lies with the parent or guardian.
- The "Thing" may only be used in compliance with the "Things" directions and manufacturer's guidelines. The borrower shall not make any modifications or alterations to the "Thing".
- While staff can provide a basic overview of "Things", by borrowing the item the patron is certifying that he or she is capable of using them in a safe and appropriate manner.

## Loan Limits & Periods:

- Loan Limit- (1) one *Library of Things* item/package at a time from the Granby Public Library.
- Loan Period- (7) days with one renewal
- Due to the nature of the items in the *Library of Things*, these items will not be shared via delivery. All library patrons are required to check out and return *Library of Things* items to the Granby Public Libraries.
- Borrower must have a permanent library card in good standing

## Return of Items:

*Library of Things* materials must be returned to the Granby Public Libraries inside the library. Materials shall NOT be returned to the outside book drop.

- All "Things" are to be returned clean and in the same condition as they were issued, considering normal wear and tear.

## Fees and Fines

- **Overdue Materials:** *Library of Things* materials will have an overdue fine of **\$5.00 per day** up to the cost of replacing the item.
- A borrower will have their borrowing privileges suspended whenever they owe twenty-five dollars (**\$25.00**) or more in overdue fines and/or replacement charges to the Granby Public Library.

**Lost items:** *Library of Things* items that are more than **8 days** overdue will be marked “lost” by the system and replacement costs (see below) will be added to the patron’s record. These materials will remain checked out to the patron until the lost item is renewed, located, returned, or paid for. These charges will be reversed when the item is returned to the Granby Public Library.

**Damaged items:** Fees may be charged for damaged packaging such as equipment bags, cases etc.

**Replacement costs:** If an item is lost or so severely damaged that it requires replacement, the library patron will be charged the current replacement cost of the item plus the cost of any supplemental packaging and processing. The replacement cost will be verified using recognized library vendors. As an option, the patron MAY, *upon consultation with Library Staff*, provide the library with a new, identical replacement of the damaged item.

**Refunds:** No refunds will be given for payments made for lost items. If a patron locates a Granby Public Library owned item after making a payment, the patron may keep the original item.

**Payment of fines:** Fees and fines may be paid by cash, check, money order or using a major credit card using the Online Catalog. Identification such as a valid Connecticut driver’s license is required for personal checks.

**Denial of Borrowing Privileges:** Borrowing privileges may be blocked for the following reasons:

- The total amount of fees and fines owed Granby Libraries exceeds **\$25.00** either on the patron’s record or in combination with fines/fees on a child’s registration for which an adult has assumed responsibility.
- If the Library determines it needs confirmation of a borrower’s Granby address or other pertinent registration information

## Procurement

*Library of Thing’s* materials will be selected based on the needs and interests of the library patrons and the community. The library welcomes input from the community concerning the collection. You can request the purchasing of materials by filling out the “Patron Suggestion for Purchase” slip available at the circulation desk. All suggestions are evaluated using the same selection criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and staff, the library can only accept a limited number of donations. The library does not guarantee the permanence of a gift in the collection. The library will regularly evaluate the materials in the *Library of Things* and any that are not circulating well may be removed from the collection.

*Library of Things* materials may be reserved for use with a library program at any given time.

## Liability Waiver

By this WAIVER AND RELEASE, I assume any risk, and take full responsibility and warranty of any and all claims of personal injury and death or damages due to my use of the Granby Public Library’s “Library of Things” item(s).

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Approved by Granby Library Board September 12, 2023*



By Borrowing a Thing, I agree:

- To abide by the Granby Public Library's *Library of Things* lending guidelines
- To pay an overdue fine as outlined if the "Thing" is returned late.
- To pay full repair and /or replacement costs should the "Thing" or components of the "Thing" be stolen, lost, not returned, or damaged.

\_\_\_\_\_ I acknowledge that the library is not responsible for any injury, loss or damage that may occur from use.  
Please initial

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Item: \_\_\_\_\_

Staff Initials: \_\_\_\_\_



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