

Library of Things General Policy-Alpena County George N. Fletcher Public Library

Purpose

To promote sustainability and provide educational resources to our community, Alpena County Library is devoted to providing hands-on items patrons can check out and return.

Terms and Conditions

1. Library of Things material includes all material patrons can check out that does not include books, media, kindles or hotspots.
2. In order to borrow an item from the Library of Things, patrons need:
 - to be 18 years of age or older and
 - Have an Alpena County George N. Fletcher Public Library card in good standing
 - At the time of checkout, the borrowing patron must present his/her library card.
 - Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present.
 - Five items from the Library of Things can be checked out at a time to one patron.
 - The loan period is 28 days.
3. The Library of Things will circulate among Alpena patrons. Items will not be sent to other libraries through mail or RIDES at this time. The Alpena County Library has the right to adjust this policy as it sees fit.
4. Overdue fines will accrue at \$2.00 per day up to a maximum of \$30.00. Patrons are not permitted to return any item from the Library of Things to the Library's book drop. Items must be returned directly to a Library staff member at the Service Desk, who will verify that all components are accounted for before checking it in from the borrowing patron's account.
5. Accounts owing more than \$25.00 may be sent to collections if the item is not returned or paid for after 90 days from the billing date. Accounts sent to collections are subject to an additional referral fee. This information is NOT reported to credit bureaus.

6. By borrowing and initiating use of items from the Library of Things, the user agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the any item from the Library of Things. Deliberate altering or modifying the configuration of Library-owned equipment/items is strictly prohibited.
7. Once an item is checked out on the patron's account, the patron agrees to the policy and fees set forth in this document.

Patron Responsibilities

1. Lost or damaged items from the Library of Things (includes theft thereof).
Patrons must be mindful of the cost of all items checked out to them as patrons will be responsible for costs associated with each item at the time of check out. Costs of items will be included in the items record.
2. Library of Things items must be returned in clean and undamaged condition.
3. Parents/guardians are responsible for the use of any Library of Things items by minors.
4. Return the Library of Things items to the Service Desk. Any damage that occurs as a result of returning items to the drop box will be the responsibility of the patron.
5. Unlawful use of any Library of Things items that violate the Library's General Policies is prohibited and may result in the loss of privileges.
6. Library staff can provide minimal, unprofessional assistance in the use of items from the Library of Things at the time of checkout. Any other assistance needed is the responsibility of the patron.