

LIBRARY OF THINGS LENDING

LOAN PERIOD AND RULES

Items from the Library of Things are lent out for 21 days (renewable if there are no holds, outstanding requests, and if patron account is in good standing).

The person checking out the item or making the reservation must be a resident of Englewood, be 18 years or older and have an Englewood library card in good standing (No fines \$10 or above). Only the cardholder will be allowed to pick up the reserved item.

Reservations for items from the Library of Things are made on a first-come, first-served basis. A signed agreement may be required prior to checking out an item.

If you are unable to borrow an item that you have reserved, you must call the library to cancel the reservation in advance. Failure to cancel a reserved item may result in a “no-show” flag on your account which could impact your ability to borrow items from the Library of Things in the future.

Reservations that are not picked up within 48 hours will be deactivated.

Items from the Library of Things may not be returned to other libraries. The late fee for items from the Library of Things is \$5 per day. If an item is not returned after 30 days from the date it was due, it will be considered lost. A replacement fee that equals the purchase price of the item, plus a \$5 processing fee, will be incurred if the item is lost or damaged.

Approved by the Englewood Public Library Board of Trustees on May 24, 2021

Englewood Public Library's Library of Things Borrower Agreement

To borrow an item from the Library of Things, I agree:

- To abide by the Englewood Public Library's Library of Things lending guidelines.
- To use the item solely for its intended purpose and will follow proper safety guidelines and included instructions where applicable.
- To pay any accrued fines if the item is returned late.
- To pay in full for repairs or replacement costs if the item and/or components are lost, stolen, not returned, or damaged.
- To not tamper with equipment or attempt to repair or modify materials in any way.
- To agree that the Englewood Public Library is not responsible for any personal information left on devices upon return to the Library.
- That the Englewood Public Library will not accept replacements for equipment that is damaged or lost. The patron is responsible for any costs associated with damage, loss, or theft of any items or components checked out to them. This includes full retail replacements costs as well as associated library processing fees.
- That Englewood Library staff will inspect all Library of Things items upon check-out and check-in to the library to make sure that all parts are included. Any missing items will be charged to the patron with no exceptions.

I acknowledge all of the above and that the library is not responsible for any injury, loss, or damage that may occur from use of an item in the Library of Things.

Signature: _____ Date: _____

Print name: _____