

Library of Things Policy

Guidelines for Borrowing and Use

Objects lent out by the Library through its Library of Things program must be checked out from and returned to the Youth Services Desk (Children's Library of Things) or Circulation Desk (Adult Library of Things) of the Woburn Public Library. A valid Minuteman Library Network card with no outstanding fines above \$10 is required to borrow a Thing. Borrowers of specialty items, those valued at \$200 and more, must be 18 years old or older and must sign a copy of the Library of Things Lending Agreement.

At this time only Woburn residents can reserve a Thing.

LOAN PERIODS AND FINES

In most cases, a Thing may be borrowed for 2 week intervals and renewed up to 2 times unless another borrower is waiting. While there are no overdue fines, patrons will be charged a replacement fee for items not returned within 30 days of their due date. There may be some items with a shorter borrowing period (for example, a bike lock that can be borrowed for 3 hours to use while at the library).

PROPER USE AND LIABILITY

Use care when handling the Thing. 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 peripherals due to neglect or abuse. The library has sole discretion in making these decisions. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

A list of replacement costs of Things is maintained by the Library and is available upon request. A list of replacement costs will also be provided in the case for each Thing.

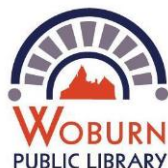
The Library of Things Lending Agreement is available online and upon request. Patrons may be asked to sign a copy of the Agreement for Specialty Items.

Woburn Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing.

The responsibility to protect against loss is the borrower's. Staff will inspect Things prior to borrowing and again upon return. Return the Thing with all parts and components in the original library container to the Youth Services Desk (Children's Library of Things) or the Circulation Desk (Adult Library of Things). **Please allow up to 24 hours for inspection and check-in.** Patrons will be responsible for any damage to a Thing while in their possession.

SPECIALTY ITEMS

Specialty items have a replacement cost over \$200. Borrowers of specialty items must be 18 years old or older and have a valid Minuteman Library Network card.



Collection Development and Circulation Policy

OVERVIEW

The Library of Things is a collection of nontraditional library items that complement the Woburn Public Library's mission to serve as the hub of the community, connecting residents to resources, services, and experiences that educate, enrich, and entertain.

Patrons who borrow a Thing agree to abide by the Woburn Public Library's Library of Things lending guidelines.

TYPES OF MATERIALS INCLUDED IN COLLECTION

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. The Library of Things is not intended to be comprehensive and the library is limited by a finite amount of storage space. A list of items in the Library of Things will be maintained on the library website.

PROCUREMENT OF MATERIALS

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons in Woburn.

The library's staff will select materials based on the needs of library patrons. The library welcomes input from the community concerning the collection. A form for purchase suggestions will be available online. All suggestions are evaluated using the same selection criteria as for other materials and are not automatically added to the collection.

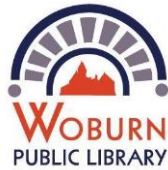
The library can accept a limited number of donations, which must be presented as outright gifts. Donated materials are received with the understanding that they are subject to the same selection, evaluation, and withdrawal criteria as material acquired for purchase.

EVALUATION OF COLLECTIONS

The library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that do not circulate and items in poor condition will be withdrawn from the library collection.

LIBRARY'S USE OF THINGS

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.



Library of Things Lending Agreement

By borrowing a Thing, I agree:

- To abide by the Woburn Public Library's Library of Things lending guidelines.
- 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.

If borrowing a Specialty Item (those valued at \$200 or more), sign below:

Signature: _____ Date: _____

Print name: _____

Name of Specialty Item: _____ Staff initials: _____