



Collection Development and Lending Policy

OVERVIEW

The Library of Things is a collection of non-traditional library items offered to Brook Iroquois Washington Public Library patrons with a goal of promoting learning, meeting community needs, igniting curiosity, and connecting our community.

COLLECTION DEVELOPMENT

Procurement of Materials

The library of things has two main purposes: to meet the needs of the community and 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 for these items.

The library staff will select materials for the Library of Things based on the needs and interests of library patrons. The library welcomes input from the community concerning the collection. Suggestions for new materials should be submitted to the director. All suggestions for purchase 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 time necessary to evaluate, test, and maintain each Thing, the library can accept only a limited number of donations. The library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation, and disposal criteria as material acquired for purchase. Donation suggestions should be submitted to the director.

Evaluation of Collections

The library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do not circulate will be withdrawn from library collections according to the Collection Management Policy.

LENDING

Library of Things items are held to the same standards as all other items listed in the Circulation Policy (separate document.) This policy is meant to supplement, not supersede, the Circulation Policy. Please refer to it as well as the following information for circulation policies and procedures in regards to items in the Library of Things collection.

Classifications

Library of Things items are divided into three classifications: Library of Things, Jr. Library of Things, and Specialty Library of Things. Standard items will be placed into the general Library of Things, and borrowers must be 18 years or older to check out an item from the collection. The Jr. Library of Things will contain items that can be borrowed by any patron, regardless of age. Any item with a value of \$150.00 or more will be placed into the Specialty Collection of the Library of Things, and borrowers must be 18 years or older to check out an item. Only 2 items can be loaned to a borrower card at a time from the Specialty Collection.

Procedures

Prior to borrowing Things, patrons must read and sign a Waiver and Indemnification Form. Staff will verify contact information for the borrower before *each* loan. Borrowers are responsible for inspecting the item before leaving the building to ensure that the Thing contains all necessary pieces and is in working order.

By taking possession of any Thing, the patron is certifying that he or she is capable of using the item in a safe and proper manner. Library staff cannot and will not provide supervision or instruction for the use of the item. Only the patron is authorized to use the items they have borrowed. Borrowers will not permit the use of items checked out to him or her by any other person unless by the express permission of the library.

The borrower is responsible for providing library-approved solutions or consumable materials for Things requiring consumable components. The library will not provide any consumable components required to use Things. For example, borrowers are responsible for providing Bissel Pro Max Cleaning Solution when using the BISSELLProHeat 2X Revolution Max Clean Pet Pro Full-Size Carpet Cleaner.

All Things are to be returned (or renewed, if applicable) to the library by close of business on their due date. Things can only be returned during operating hours at the point of pick up (circulation desk or storage unit) and may not be returned in the book drop. Items should always be returned to a staff member and never left unsupervised. The patron is responsible for the item until it is inspected and physically checked into the computer system by library staff.

Library of Things items have a lending period of seven days. If there are no existing holds, an item can be renewed up to two times for a total loan time of 3 weeks. All overdue and/or lost items will be held to the standards outlined in the Circulation Policy. Any person with \$10.00 or more in fines, or who has 3 or more items overdue, will not be allowed to borrow an item until the infractions are corrected.

All Things are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All Things must be returned clean. Borrowers must immediately stop use and are responsible for alerting staff when any borrowed Thing becomes unsafe or in a state of disrepair. Patrons will be charged for the loss of, damage to, or cleaning fees associated with items returned in a condition worse than that which they were loaned (excluding normal wear and tear). This restitution amount could equal the full replacement cost of the item. Library staff has sole discretion in assessing item conditions.

A list of replacement costs of Things is maintained by the library and is available upon request.

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

Delinquent Items

Items that are more than 30 days overdue are considered delinquent. A Delinquency Notice will be sent to the address attached to the borrower's account outlining three options to remedy the situation: return of item, purchase of item, or legal action. If no response is received within 10 days of the postmarked date, action will be taken at the director's discretion. The director's primary concern is to keep the Library of Things available to the community and to be a good steward of the community's assets.

Off-Site Storage

Some Things of larger size may be stored at an off-site storage unit located in Brook. Off-site items require an item be reserved 24 hours in advance, and borrowers will need to schedule an appointment during normal operating hours to pick up the item. Staff will wait no more than 10 minutes on site for a pick up or return. Borrowers failing to show for a scheduled pick up or return will forfeit their reserve and will have to call to set up another 24-hour notice appointment. Repeated no-shows will result in loss of Library of Things borrowing privileges. Staff will not deliver items to patrons or transport patrons to the storage unit.

Library's Use of Things

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes or for repair.

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