

## Library of Things

### **Borrowing and Use Policy**

Objects lent out from the Library of Things must be checked out from and returned to the Circulation Desk of the Peter White Public Library in Marquette, MI.

To borrow from the Library of Things collection the following criteria must be met:

- A valid PWPL library card.
- Borrowers must be 18 years or older.
- Basic Access, Outreach, Institutional, and/or any Courtesy cards are not permitted to borrow from the Library of Things.
- A Library of Things Lending Agreement must be signed by the borrower for each Library of Thing.

#### Loan Periods and Fines

- With the exception of art prints, all Things may be borrowed for 2 weeks and renewed 1 time unless another borrower is waiting. 2 Things may be checked out at a time.
- Art prints may be borrowed for 2 months with no renewals. 2 art prints may be checked out at a time.
- Overdue fines for this collection can be found in the annual ***Fee Schedule***. If an item is more than six weeks overdue, it is considered lost, and the borrower will receive a bill for the full replacement cost.

#### Proper Use and Liability

- Use care when handling the Thing. Borrowers will be responsible for any loss or damage to a Thing while in their possession.
- Borrowers should not make any modifications or alterations to the Thing. The Thing may only be used and operated in compliance with PWPL policies and manufacturer's guidelines.
- The borrower will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals. The Library has sole discretion in making these decisions.
- The replacement cost for an item will be listed on the lending agreement when the Thing is checked out.
- All Things shall be returned in the same or better condition as they were when issued. All Things will be inspected by staff prior to borrowing and gain upon return. Any Thing that requires cleaning by staff will result in a cleaning fee applied to the borrower's account. This fee can be found in our annual ***Fee Schedule***.
- Peter White Public Library is not responsible for any injury, loss, or damage that may occur from the use of a Thing.

## Library of Things Lending Agreement

By borrowing a Thing, I agree:

- To abide by the Peter White Library’s Library of Things Borrowing and Use Policy.
- To pay any overdue fines as outlined in the Borrowing and Use Policy.
- To pay full repair and/or replacement costs should the Thing or components of the Thing be stolen, lost, not returned, or damaged.
- To pay a cleaning fee if the Thing is unable to be circulated immediately due to the condition in which it is returned.

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

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

Print name: \_\_\_\_\_

Patron Barcode Number: \_\_\_\_\_

Name of Thing: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Date Checked In: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Estimated Replacement Cost of Item: \_\_\_\_\_  
(see Item Record)

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Peter White Public Library Board of Trustees  
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