

Library of Things Collection Development Policy

Purpose and Scope of the Collection

The Library of Things is a collection of non-traditional library items that complement the Westbrook Public Library's mission to support our community's intellectual, cultural, and social needs.

Types of Materials Included in the Collection

The purpose of the Library of Things is to provide community members with diverse opportunities for recreation, learning, and engagement. To further this goal, the Library of Things may include items like electronics, audiovisual technology, children's toys, games, and more.

The Library of Things is not intended to be comprehensive and the library is limited by a finite amount of storage space and resources for these items. A full list of items will be maintained by the Director and made available to patrons by calling the library or visiting the library website.

Procurement of Materials

The library staff will select materials for the Library of Things based on the needs and interests of library patrons, as well as storage space and budget considerations.

The library welcomes input from the community concerning the collection. A Request for Purchase form (available on our website) enables users to request that a particular item or subject be purchased by the library. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection. Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library is not currently accepting donations to this collection.

Collection Maintenance

The Library of Things collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items in the Library of Things are evaluated using the same criteria used for the rest of the library's collection.

Library's Use of Things

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

Library of Things Borrowing Policy

Equipment is used at the sole risk of the borrower. The library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use. By taking possession of any item, the patron is certifying that they are capable of using the item in a safe and appropriate manner. Not all items are suitable or safe for all patrons. Responsibility for a child's use of an item rests with the parent or guardian.

Equipment must be returned to the Westbrook Public Library Circulation Desk only. It may not be returned at another library or in the outdoor return bins. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed.) As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the library's property is lost or damaged, borrowers agree to provide the cost of a repair or replacement.

Borrowers must have a valid Connecticut library card in good standing. Materials in the Library of Things are only available for checkout by patrons 18 years or older due to safety concerns. The loan period on materials in the Library of Things is 7 days and they are not renewable. Things are limited to 1 item per household at one time. Library staff may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons. All borrowers must sign a liability waiver. Items from the Library of Things that have been overdue for more than 28 days will be billed to the patron.

A borrower will have their borrowing privileges suspended whenever they owe twenty-five dollars (\$25.00) or more in overdue fines and/or replacement charges to the Westbrook Public Library. Materials will remain checked out to the patron until any lost or otherwise unreturned items are either returned or paid for. These charges will be reversed when the item is returned to the Westbrook Public Library.

Patrons are not able to place holds on Things through the library's online catalog system. Items are available on a first come, first served basis. Please call or visit the library in order to determine item availability. The library will only hold an item from the Library of Things collection for one business day, at which point the hold will be canceled and the item will be entered back into circulation. For a complete list of reservable items, please contact the library or visit our website.

The library cannot guarantee the availability of a Thing if it has not yet been returned by the previous borrower. The library will make reasonable attempts to retrieve said item from the borrower in order to fulfill requests.

Library of Things materials may be reserved for use with a library program at any given time.

Liability Waiver

By this WAIVER AND RELEASE, I assume any risk, and take full responsibility and warranty of any and all claims of personal injury and death or damages due to my use of the Westbrook Public Library's "Library of Things" item(s).

Date: _____

Print Name: _____

Signature: _____

By Borrowing a Thing, I agree:

- To abide by the Westbrook Public Library's Library of Things Borrowing Policy
- To pay an overdue fine as outlined if the "Thing" is returned late.
- 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. (Please initial)

Name: _____

Date: _____

Signature: _____

Name of Item: _____

Staff Initials: _____