

## **Norma Anders Public Library of Things Checkout Policy (Revised July 10, 2023)**

The Norma Anders Public Library offers a Library of Things to help all residents grow and learn throughout their lives. These items are available for checkout from the library. Library Things may be fragile, expensive, and/or designed for use by individuals of a certain maturity level. Examples of items are memory care items, games, cake pans and STEAM Kits.

Some Library Things items are stored in a secure location so patrons wishing to check may browse the choices at the circulation desk.

### **Guidelines:**

Borrowing patron must be eighteen (18) years or older.

The patron must have a current Norma Anders Public Library card in good standing and not have any past abuses of this policy or any other library policies. This requirement may be waived, per Director's approval. "Cardholder" is defined as a patron having a library card for a minimum of 60 days. "Good standing" is defined as a library card account and any custodial children/guardians' accounts having fines and fees of less than \$5.00.

Library of things items will have a checkout period of seven (7) days, with the option of one renewal. The maximum duration the items may be checked out is fourteen (14) days.

There is no cost to use Library of Things items, however, a late fee of \$5.00 will be charged per Library of Things item/per day if the item is returned late and the grace period does not apply. Borrowers agree to accept full financial responsibility for Library of Things items for the duration of the checkout period, including failure to return the materials, and any damage incurred through abuse, or misuse. Cardholders will be held responsible for all applicable replacement costs and processing fees, up to the total replacement cost of Library Things item, if an item is lost, stolen, or damaged while checked out. By checking out an item, users are responsible for the full financial cost of the equipment they have checked out and are responsible for damage, loss, or theft of any equipment. The library will not accept replacement items purchased by the cardholder.

Library of Things items must be returned to library staff no later than 1 (one) hour before the library closes. The cardholder must remain present until all equipment has been checked to ensure all pieces are accounted for, checked in and cleared from the cardholder's account.

All Library of Things items must be checked out and returned to staff during open hours. Library of Things items must be returned to the Circulation Desk and may not be placed in any book drop for any reason. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.

The Library of Things items may only be checked out if not in use, or scheduled to be used by library staff. Library activities take precedence over all other requests.

The Norma Anders Public Library and City of Dysart are not responsible for any injury or damage caused by the use of any Library of Things items – proper safety measures should be used.

Those using the Library of Things items should comply with all copyrights, rights, and other legalities regarding the use, display and public viewing of equipment and materials.

Patrons with an overdue Library of Things items may be referred to a collection agency and/or to the Dysart Police Department as a theft under Iowa Code 714.5 10.

