

Martin Public Library

Library of Things Policy

The Martin Public Library's "Library of Things" is a collection of non-traditional library items that complement the library's mission of providing a broad range of informational, educational, and recreational resources to serve the diverse needs of the community

Borrowing and Use

- Items must be checked out from and returned directly to the circulation desk at the library.
- A fine will be added to the borrowers account if items are returned to the book drop or left somewhere outside or inside the library.
- A valid Martin Public Library card is required to checkout an item from the Library of Things.
- If circumstances warrant, the Library reserves the right to refuse a borrower the use of items from the Library of Things or to discontinue borrowing privileges for items in the Library of Things collection.

Lending Periods and Fines

- Loan periods can vary by item.
- Most items will be on loan to the patron for two weeks.
- Items may be renewed unless another patron has a hold on the item.

Responsibility and Liability

- By checking out an item from the Library of Things, the borrower agrees to follow all Library policies and all state and federal laws governing the use of that item.
- The borrower is solely responsible for the item and will be billed for the repair or replacement cost associated with any damage or loss of said item and/or accessories excluding normal wear and tear.
- The library is providing the item as is and is not responsible for any defects in any borrowed Library of Things.
- The Borrower shall hold harmless and release the Library, its officers, agents, employees and volunteers from and for any and all liability, claims, demands, actions or rights of action, including but not limited to claims of injury, wrongful death, property damage, stolen or lost property, which are related in any way to or are in any way connected with borrowing or use of the item whether caused by any defect in the item, negligent acts or omissions of the Library, its officers, agents, employees and volunteers, or otherwise arising out of or in any way related to or connected with borrowing or use of the item.

- If any borrowed item becomes unsafe or in a state of disrepair, the patron must immediately discontinue use of the item and notify the library of the issue upon returning the item.
- A list of replacement costs of items is maintained by the library and is available for viewing upon request.
- The library is not responsible any consequences for the borrower's actions while using the item.
- The library will apply any required rules or regulations to items in the Library of Things collection.

Care and Operation

- The item may only be used, operated, and cleaned in compliance with Martin Public Library's policies, intended use, and manufacturer's guidelines.
- Borrower shall not make any modifications or alterations to items.
- Use care and safety when handling and using items from the collection.
- Return items with all parts, components and accessories.
- Do not attempt to repair an item from the Library of Things collection.

Library of Things Lending Agreement

I agree:

- To abide by the Martin Public Library's Library of Things Lending Policy as stated above.
- To pay an overdue fine as stated above if returned late.
- To pay full repair and/or replacement costs should any items be stolen, lost, not returned, or damaged.

I have read the entire document and my signature below indicates my agreement with the above statements.

Patron Name (Printed) _____

Signature _____ Date: _____

Address: _____

Phone # _____

Checklist (check each item at time of checkout and return). Library Staff and Patron must initial at each time. Initials state that everything was returned and in working order.

Podcast Kit:

- K300-2 Sound board ____/____
- 2 Condenser Microphones ____/____
- 2 Ear phones ____/____
- 2 Microphone stands ____/____
- 2 Microphone shock holders ____/____
- 2 XLR to 3.55mm Cable ____/____
- USB charge cable ____/____
- Audio Cable ____/____
- Instructions ____/____
- Backpack ____/____

Instruments:

- Music Stand ____/____

Sewing Kit:

- PFAFF hobby 1016 sewing machine ____/____
- Carrying case ____/____
- Tape measure ____/____
- Seam ripper ____/____
- Bobbin ____/____
- Assorted hand sewing needles ____/____
- Scissors ____/____
- Thimble ____/____
- Instructions ____/____
- Foot-peddle ____/____
- Universal needle ____/____
- Straight pens ____/____
- Needle threader ____/____
- These items will be used and maybe replaced:
 - Rolls of thread
 - Assorted buttons and safety pens
 - Tailor chalk
 - Snaps

Signature of Library Staff Member _____