

## Union Public Library - Library of Things Lending Policy

The Library offers a wide array of tools, outdoor games, board games, electronic devices, musical instruments, household items and learning kits for loan.

- These materials may be borrowed by any UPL cardholder, 18+ and in good standing (no fines or overdue items).
- These materials are checked out at the Adult Services desk at the Union Public Library - Main Branch.
- Most Library of Things items may be borrowed for 14 days. Some of our items will be available for 7 days and will be labeled as such.
- At this time requests can be placed by placing a hold through the catalog, contacting the Adult Services desk at the Main Library: by phone 908-851-5450 x3, or in person.
  - Items are stored offsite and will not immediately be available nor can they be reserved for a specific date.
- Due to limited quantity, items are not renewable.
- Limit of THREE individual items/kits/games per borrower at a time.
- Overdue fines are \$5.00 per day up to a maximum of \$25.00.
- Library of Things materials must be returned in person to the Adult Services desk, Union Public Library - Main Branch. They may NOT be returned in the outside Book Drop.
- Library of Things materials must be returned cleaned, complete, and packed as they were received. Borrowers should review item(s) before returning them to ensure that all pieces, components and instructions are included. See the Contents List of each item for details.
- Returned materials will be immediately checked in, however the library reserves the right to follow up within 3 business days, should there be any missing or damaged parts.
  - A cleaning fee may be imposed if necessary.
  - If the Library of Things item/kit/game is missing parts that renders it unusable and cannot be easily replaced, the full replacement cost of the item/kit/game will be charged to the borrower's library account.
  - Lost, damaged or unusable Library of Things materials can only be replaced by borrower's payment of the full replacement cost. The Library cannot accept replacement items/kits/games in lieu of payment.

Replacement Costs will be listed with each Library of Things item.

**NOTE: This is a lending program ONLY. Library staff is not available for instruction in the use of Library of Things materials. Detailed instructions are provided with each item.**

*This policy was approved at the September 2022 meeting of the Union Public Library Board of Trustees.*

## **Union Public Library - Library of Things User Agreement**

### **Safety Precautions and Recommended Age Guidelines:**

- Recommended age guidelines for Library of Things materials vary and decisions about use and supervision for children under age 18 rest with the parent or guardian.
- Library of Things materials may contain electrical components which must be handled with care. Parents/guardians agree to read the included instruction manual and discuss safety precautions, as well as provide adult supervision if necessary, when allowing children to use each item/kit/game.
- Items/kits/games may contain moving parts. Do not touch motors, fans or other moving parts while they are running. Do not aim the items, or other parts, at people, animals or objects.

### **Lending Policy:**

See attached Library of Things Materials Lending Policy

### **Responsibility for Replacement Cost of Lost or Damaged Parts and/or Items/Kits/Games:**

Library of Things materials that are lost, damaged or unusable due to missing parts can only be replaced by borrower's payment of the full replacement cost. The Library cannot accept replacement item/kits/games in lieu of payment.

### **RELEASE and INDEMNIFICATION**

I hereby acknowledge that there is a risk of injury involved in the use of Library of Things materials. I certify that I am aware of such risks. With this knowledge and in consideration for the right to borrow Library of Things materials from the Union Public Library, I hereby release and discharge the UNION PUBLIC LIBRARY, AND ITS trustees, its employees, agents and contractors AS WELL AS THE TOWNSHIP OF UNION, ITS COUNCIL, ITS EMPLOYEES, AGENTS AND CONTRACTORS from any and all suits, claims and demands for personal injuries, property damage or otherwise of every kind and character arising out of the use of Library of Things materials and I hereby agree to indemnify and hold the Union Public Library AND its employees, trustees, agents and contractors AS WELL AS THE TOWNSHIP OF UNION, ITS COUNCIL AND ITS EMPLOYEES AGENTS AND CONTRACTORS harmless from any loss or damages or costs including but not limited to reasonable attorney's fees which it / or they may sustain if any litigation arises for any personal injuries and/or property damage sustained by anyone arising out of my use of Library of Things materials.

I will obey the Library of Things Materials safety precautions as listed in writing for each item/kit/game.

### **ACKNOWLEDGED AND AGREED:**

**Borrower Name (Please Print)** \_\_\_\_\_

**Borrower Signature** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Item Name** \_\_\_\_\_

**Item Due Date** \_\_\_\_\_

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