

## **Jericho Public Library**

### **Library of Things Policy**

#### **Policy Statement**

In addition to reading, listening and viewing materials, Jericho Public Library patrons can borrow a variety of physical items such as equipment, games and gadgets. These objects are collectively referred to as the Library of Things.

The purpose of the Library of Things is to enrich the lives of our patrons, reduce personal consumption, and promote sustainability.

#### **Library of Things Borrowing Policy**

- Patrons can reserve items from the Library of Things through the library's website or by contacting the Library's Reference Desk via phone, email or in-person.
- Library of Things items can only be borrowed by Jericho Public Library cardholders 18 years of age or older with a library card in good standing (not expired, no fines or blocks).
- Each item in the Library of Things is subject to a lending period, a per-day late fee, and a replacement cost, which is available in the description of each item on our website. This information is also displayed on a hangtag attached to the item's carrying case.
- Library of Things materials must be checked out and returned in person at the first-floor circulation desk during regular library hours. Materials cannot be returned in the drop box outside, or to any other library.
- Each item is limited to one checkout every 60 days per card.
- The Library cannot guarantee that a reserved item will be available on the pickup date if the previous borrower has not returned it. The Library will make all reasonable efforts to retrieve said item from the borrower in order to fulfill the reservation.
- Materials must be returned in the same condition in which they were borrowed. Borrowers should check before returning items that all pieces, components, and instructions are included.
- While the Library makes every effort to inspect and clean returned items, borrowers are responsible for cleaning items before and after use when appropriate.
- If any components are missing, the item's per-day late fee will be assessed until the components are returned. *The library reserves 24 hours to inspect returned equipment before the item is considered checked in and removed from the cardholder's account.*
- If a Library of Things item is lost, damaged or unusable, the item's replacement cost will be assessed. Borrowers must not attempt repairs on their own. Borrowers will not be responsible for damage due to normal wear and tear of the item.
- If a replaceable part is returned damaged or unusable or is lost, the library will attempt to replace that part. The cost of that part will then be billed to the patron responsible. If a part is returned damaged or unusable or is lost and the library cannot find a reasonable replacement for it, the full replacement cost of the item will be billed to the patron.
- If a Library of Things item has not been returned after 28 days, the borrower will be billed the replacement cost.

- Each cardholder may borrow one Library of Things item at a time. Library staff reserve the right to monitor the items' usage to ensure fair access for the greatest number of patrons.
- Library of Things items are not renewable.
- The Library of Things is a lending service only. Instructions will be provided with each item, but library staff are unable to provide any further instruction in the items' use.
- Equipment is used at the sole risk of the borrower.
- Items may only be used for personal, non-commercial use.
- It is the borrower's responsibility to delete any personal data, files, or content from digital devices before returning them. The Library is not responsible for any data left on devices and will not access, back up, or retrieve user files.
- Repeated loss, damage, late returns, or policy violations may result in temporary or permanent suspension of borrowing privileges for Library of Things items.

*I agree that I will not use the equipment in any way that is:*

- *Prohibited by local, state or federal law*
- *Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of self or others*
- *Obscene*
- *In violation of another's intellectual property rights*
- *Contrary to the manufacturer's intended use*

*I agree that the library is not responsible for any damage to my personal materials, digital files or any manufacturing defects.*

*I understand that using this equipment can be risky and agree to assume any and all risks associated with using this equipment.*

*I release the Jericho Public Library, its trustees, employees, and agents, from any and all liability from any accident, claim of injury, death, and/or property loss or damage incurred by me as a result of using equipment from the Library of Things. I acknowledge that I have read the foregoing agreement and release, am executing it knowingly, voluntarily, willfully and free from any coercion, and am fully aware of its contents and legal effects.*

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Approved by the Jericho Public Library Board of Trustees June 10, 2025

Revised September 9, 2025