

# LIBRARY OF THINGS COLLECTION POLICY

## **PURPOSE**

Library of Things [LoTs] collection items are non-traditional items that are available for circulation to patrons which complement the Pewaukee Public Library's [Library] mission. The LoTs collection may include, but is not limited to:

- Puzzles and games
- Explore Passes to local zoos, museums, or attractions
- STEM/STEAM equipment and kits
- Technology
- Tools and other home materials
- Audiovisual equipment

Patrons who borrow an item from the LoTs collection agree to the terms established in this policy.

## **GUIDELINES FOR BORROWING**

A valid CAFÉ library card in good-standing is required to borrow an item. A library card is considered in good standing if it is an unexpired card and has less than \$10.00 in fines and/or fees.

Some items must be checked out on an adult library card.

Due to the nature of the items contained in the LoTs collection, all items must be checked out from and returned directly to the Library. Items will not be shared via delivery with other libraries in the Bridges Library System.

Items must be checked out at the Library's Circulation Desk. Only Explore Passes may be returned in the Library's book drop. All other items must be returned to the Library's Circulation Desk. A \$5.00 fine/fee (per item) will be charged to the borrower's account if an item is returned in the book drop (with the exception of an Explore Pass) or to another library in the Bridges Library System.

## **HOLDS/RESERVATIONS**

While items in the LoTs collection cannot be held through the Library's online catalog, the Library has purchased a supplemental software product which enables items to be reserved for a specific check out period in the future. Library staff will determine which items from the LoTs collection will be suited for this program. Items not included in this program will be available on a first come, first served basis.

## **LOAN PERIODS, FINES & RENEWALS**

Loan periods for items in this collection and fines will vary. Items may not be renewed.

If an item is reservable and not returned by the due date, the patron will be notified via email, text message or telephone call on the first (1) day that the item is overdue.

If an item is available on a first come, first served basis and is not returned by the due date, the patron will be notified via email, text message or telephone call on the following schedule, 1<sup>st</sup> notice: three (3) days, 2<sup>nd</sup> notice: fourteen (14) days, 3<sup>rd</sup> and final notice: twenty-one (21) days. Overdue notification is a courtesy and the Library cannot be responsible for emails, texts or

phone calls not received due to invalid information provided or other issues outside the control of the Library.

### **LOST OR DAMAGED ITEMS**

Patrons will be financially responsible for loss of or damage to an item while borrowed. LoTs items will be considered lost and a replacement fee assessed to their library account if the item remains unreturned 30 days after its due date. Replacement costs will be based on the retail price of the item at time of purchase or, in the case of an Explore Pass, the replacement fee assessed by the issuing organization or \$200, whichever is greater

Library staff will inspect all items upon return to determine if the item is damaged or pieces are missing. If an item is damaged, the Library will assess and charge fees on a case-by-case basis. Damage fees will not exceed the replacement cost of the item.

The following applies to lost and damaged materials:

- If a patron pays for the lost or damaged item, overdue fines will not be assessed.
- If a patron returns the lost item before it has been paid for, the lost material charge will be forgiven. The patron will be responsible for all overdue fines.
- Refunds will not be given for lost items that have been paid for and later found and returned.
- Library staff will determine if a lost or damaged item will be replaced with the same or a similar item. All replacements will be procured by the Library.

Exceptions to the foregoing fines and assessments may only be made on a case-by-case basis in the sole discretion of and upon the approval by the Library Director.

### **PAYMENT OF FINES AND FEES**

Payment may be made in cash or by check at the circulation desk, or online via electronic payment. Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the patron's account. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order, or cashier's check.

### **RESPONSIBILITY FOR MINOR'S (17 YEARS OF AGE AND YOUNGER) ACCESS TO LIBRARY MATERIALS**

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor's use of its materials to each minor's parent or guardian. Parents and guardians are strongly encouraged to monitor their own child's reading, viewing and listening, and to be aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver or parent desires to restrict their child's access to certain categories of the Library collection or to Internet access, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the Library's Privacy of Library Records and Use Policy govern the information about a minor's library records that may be given to a parent or guardian.

### **USER AGREEMENT/LIABILITY WAIVER**

A borrower shall be required to have on file with the Library a signed copy of the Pewaukee Public Library's Assumption of Risk and Waiver of Liability for Use of Tools and Equipment form,

for all items which the Library has determined, in its reasonable discretion, may require special skill and knowledge for proper operation and/or which may present an increased risk of injury, even when used properly.

---

*Adopted by the Board of Trustees: September 20, 2023, Leslie Miller, Library Board President*