



Concord Free Public Library

Library of Things Circulation Policy

OVERVIEW

The Library of Things is a collection of non-traditional library items that complement the Concord Free Public Library's mission to ignite curiosity, facilitate lifelong learning, and connect our community.

Patrons who borrow a Thing agree to abide by the Concord Free Public Library's Library of Things lending guidelines below.

TYPES OF MATERIALS INCLUDED IN COLLECTION

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. To further this goal, the Library of Things may include:

Home and Assistive Devices, such as a Kill-A-Watt meter and a hotspot (Internet service).

Audiovisual Equipment, such as a portable record player, and Fire TV Stick.

Science and Technology, such as a microscope, a telescope, and simple computer programming kits.

Coding, such as Cubelets, Dash & Dot robots and Code-a-pillar.

Digital Conversion, such as cassette to MP3 converter and film to digital jpeg converter.

The Library of Things is not intended to be comprehensive and the Library is limited by a finite amount of storage space for these items. For a full list of items available, visit the website at concordlibrary.org/resources/library-of-things.

Collection Development

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in the Town of Concord, MA.

The Library's professional staff will select materials based on the needs of library patrons. The Library welcomes input from the community concerning the collection. A suggestion for purchase procedure enables users to request that a particular item or subject be purchased by the Library. All suggestions for purchase are evaluated using the same selection criteria as for other materials and are not automatically added to the collection. The [Suggest a Thing to add to the collection](#) form is available here.

The Library can only accept a limited number of donations due to restricted storage space and the staff time necessary to evaluate, test and maintain each Thing. However, we are happy to accept donations from any patrons. The Library does not accept materials that are not outright gifts, and cannot guarantee the

permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as materials acquired for purchase. To suggest a donation please email libraryofthings@concordlibrary.org with a description of the Thing and your contact information.

Not all library materials may be suitable for all members of the community. Responsibility for a minor's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

Due to the nature of the items contained in the Library of Things, these items will not be shared via delivery with the other libraries in the Minuteman Library Network. All Library patrons are required to check out and return Library of Things items to the Main Desk at the Concord Free Public Library, 129 Main Street, Concord, MA.

EVALUATION OF COLLECTIONS

The Library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do not circulate will be withdrawn from library collections according to established procedures.

LIBRARY'S USE OF THINGS

The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

[Library of Things Guidelines for Borrowing and Use](#) 

[Library of Things Lending Agreement](#) 

Policy Approved by the Library Committee 7/17/18. Amended 12/18/18.