



# Concord Free Public Library

## Library of Things - Guidelines for Borrowing and Use

Objects lent out by the Library through its Library of Things program must be checked out from and returned to the Circulation Desks at the Concord Free Public Library's Main Library at 129 Main Street, Concord, MA. Things may not be returned to any other Minuteman Library Network location.

A valid Minuteman Library Network card in good standing (no fines or overdue materials in excess of \$10) is required to borrow a Thing. Borrowers of Things must be 18 years old or older, and must sign a copy of the Library of Things Lending Agreement.

At this time, only Concord residents may reserve a Thing. Non-residents may borrow but not reserve a Thing. Borrowing is limited to one Thing at a time per patron.

### **LOAN PERIODS AND FINES**

In most cases, a Thing may be borrowed for 1 week and renewed one time unless another borrower is waiting. The overdue fine is \$2 per day.

### **PROPER USE AND LIABILITY**

Use care when handling a Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions.

A list of replacement costs of Things is maintained by the Library and is available upon request. A list of replacement costs will also be provided in the case for each Thing.

The Library of Things Lending Agreement is available online and upon request. Patrons will be asked to sign a copy of the Lending Agreement.

Concord Free Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing.

The responsibility to protect against loss is the borrower's. Staff will inspect Things prior to borrowing and again upon return. Patrons will be responsible for any damage to a Thing while in their possession.

### **ITEMS IN THE LIBRARY OF THINGS COLLECTION**

For a description of available Things along with their replacement value, please see [concordlibrary.org/resources/library-of-things](http://concordlibrary.org/resources/library-of-things)

Approved 12/18/18