

## Ramsey Free Public Library - Library of Things Policy

The Library offers a wide array of tools, outdoor games, board games, gaming consoles and STEM learning kits for loan.

- These materials may be borrowed by any Ramsey or BCCLS cardholder in good standing (no fines or overdue items)
- **A parent/guardian must sign for borrowers under the age of 18.**
- These materials are checked out at the Ramsey Free Library Circulation Desk.
- Most Library of Things items may be borrowed for 2 weeks (14 days). Some items will be available for a 1-week period (7 days) and will be labeled as such.
- Holds can be placed on Library of Things items through the Library of Things online catalog or by contacting the library via phone or email.
- Internet mobile hotspots can only be borrowed one (1) time per month per household. Hotspots are limited to Ramsey Library Card holders only.
- They are not renewable.
- Limit of **FOUR** kits/games per borrower at a time.
- Overdue fines are \$1.00 per day up to a maximum of \$10.00.
- Library of Things materials must be returned in person to the Ramsey Free Public Library Circulation Desk. They may not be returned to another library or in the Ramsey Library outside Book Drop.
  - **A \$1.00 fine will be charged if a kit/game is returned in the book drop.**
  - **A \$10.00 fine will be charged if a kit/game is returned to another library.**
- Library of Things materials must be returned complete and packed as they were received. Borrowers should review kits/games before returning them to ensure that all pieces, components and instructions are included. See the Contents List of each item for details.
- All items, especially tools and equipment, must be returned as it was received - clean, all water drained, and dry. If the item is returned in a condition that does not meet these requirements, the individual may be barred from borrowing any items from the Library of Things. This may be a temporary or permanent restriction and is at the discretion of the Library Director.
- Returned kits/games will be checked by a staff member and there may be a replacement charge added to the borrower's library card for any missing or damaged parts.
  - If the library is able to easily replace a missing or damaged part, the charge is \$1.00 per replaced part.
  - In many cases, parts from Library of Things materials cannot be easily replaced and the kit/game is no longer usable. In those cases the full replacement cost of the 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 kits/games in lieu of payment.

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

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

*Approved by the Ramsey Free Public Library Board of Trustees on Monday, October 16th, 2023.*