

Elting Memorial Library

Library of Things Borrower Agreement and Guidelines

1. Guidelines for Borrowing and Returning

- Seven (7) day loan period (unless otherwise stated) to a Borrower who is 18 or over with an Elting Memorial Library card in good standing.
- The items in the Library of Things are non-renewable. If not available, Borrowers may place a hold on an item, but it cannot be sent through the MHLS delivery system.
- Items are checked out and checked back in during opening hours at the Elting Memorial Library with a staff member at the Circulation Desk.
- Borrower and Library Staff sign and date this Agreement and Guidelines, check against the parts list for the item.

2. Proper Use and Returning of items in Library of Things

- The Borrower will review any manuals, training videos, or guides for proper care and use of items included in the item.
- The item and accompanying parts must be clean and in good condition upon return. Do NOT use bleach to clean our items. Use only a gentle soap, with water, and wipe down.

3. What are the Fines and Liability?

- A replacement fine of \$25 will be applied if the item is *NOT* returned *inside* the Library.
- If the items are damaged, stolen or lost, Borrower will be charged the cost to replace.

4. Check Parts/Instructions

Library Staff and Borrower will check off all parts that are present, or missing, before check-out and before checking back in.

- Both Library Staff and Borrower will sign the form at **check-out and check-in**.
- At return, if a part is missing, circle the part name, and notify your supervisor and do **not** check-in the Set.
- The cost of replacement will be the responsibility of the patron and they will be contacted and billed.
- **File this completed form in Library of Things STAFF Binder:** retrieve the filed form when the items is returned for check-in procedure.

Agreement:

The Borrower, by signing below, acknowledges that they are responsible for possible charges accrued or for damage to the _____ and for the full replacement cost. The Borrower also acknowledges that if used improperly there are risks involved and that if the Borrower is negligent in their use of this product, the Elting Memorial Library is removed from any legal liability for physically injury to themselves or others, while using the item.

Borrower Name (Print): _____

Borrower Signature: _____

Library Card # : _____

Date: _____

Phone/Email: _____

Library Staff Name (Print): _____

Library Staff Signature: _____

Date: _____

(file in binder)