

Policy Manual – Operating

LIBRARY OF THINGS LENDING POLICY

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

- Library of Things materials may be borrowed by any Parsippany-Troy Hills Public Library cardholder in good standing.
- A parent/guardian must sign for borrowers under the age of 18.
- Library of Things materials are checked out at the Parsippany-Troy Hills Public Library and or Branch Library Customer Service Desk.
- Most Library of Things materials may be borrowed for 2 weeks (14 days).
- Only one Library of Things item may be borrowed at one time.
- Library of Things materials are not renewable.
- Holds can be placed on Library of Things materials through the Library of Things online catalog or by contacting the library via phone or email.
- Overdue fines are \$1.00 per day (\$5.00 for technology including Chromebooks, laptops, iPads, Wi-Fi hotspots, etc.) up to a maximum of \$25.00.
- Library of Things materials must be returned in person to the Parsippany-Troy Hills Public Library or Branch Library Customer Service Desk from which the Thing was borrowed. They may not be returned to another library or in the Parsippany Library outside Book Drop.
 - A \$5.00 fine will be charged if a Thing is returned in the book drop.
 - A \$10.00 fine will be charged if a Thing 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.
- Returned Library of Things materials 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 Thing will be charged to the borrower's library account.
 - Lost, damaged, or unusable Library of Things materials can only be replaced by the borrower's payment of the full replacement cost. The Library cannot accept replacement Thing in lieu of payment.

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

Adopted: 11/22/21

LIBRARY OF THINGS LENDING AGREEMENT

Safety Precautions and Recommended Age Guidelines:

- Recommended age guidelines for Library of Things materials vary and are provided for each Library of Things item. Decisions about use and supervision for children under age 18 rest with the parent or guardian.
- Library of Things materials may contain electrical components which must be handled with care. Parents/guardians agree to read the included instruction manual and discuss safety precautions, as well as provide supervision if necessary when allowing children to use each Thing.

Lending Policy: See attached Library of Things Materials Lending Policy

Responsibility for Replacement Cost of Lost or Damaged Parts and/or Thing:

Library of Things materials that are lost, damaged, or unusable due to missing parts can only be replaced by the borrower's payment of the full replacement cost. Borrowers will be unable to borrow from the library or consortia until the full replacement cost is paid.

RELEASE and INDEMNIFICATION:

I hereby acknowledge that there is a risk of injury involved in the use of Library of Things materials. I certify that I am aware of such risks. With this knowledge and in consideration for the right to borrow Library of Things materials from the Parsippany-Troy Hills Public Library System, I hereby release and discharge the PARSIPPANY PUBLIC LIBRARY, AND ITS trustees, its employees, agents, and contractors (collectively, the "Library") AS WELL AS THE TOWNSHIP OF PARSIPPANY, ITS MAYOR AND COUNCIL, ITS EMPLOYEES, AGENTS AND CONTRACTORS (collectively, the "Township") from any and all suits, claims and demands for personal injuries, property damage or otherwise of every kind and character arising out of the use of Library of Things materials. I hereby agree to indemnify and hold the Library and the Township harmless from any loss or damages or costs, including but not limited to reasonable attorney's fees which it or they may sustain, in the event any claim, demand or litigation arises alleging any personal injuries, property damage and/or other damages sustained by any person or entity, arising out of or related to my use of Library of Things materials. I will obey the Library of Things materials safety precautions and recommended age guidelines as listed in writing for each item and will ensure any children under age 18, who use any Library of Things materials.

I have read and agreed to these terms and conditions.

Customer Signature

Date _____

Customer Library Card Number

For children under 18:

Parents must sign the user agreement form in person, at the library, for their children under the age of 18.

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Youth's Name

Youth's Library Card Number

The signature below affirms that the Parent or Guardian accepts the responsibility of any item checked out to the children listed above and agrees to the lending policy.

Parent Signature

Date _____

Library of Things Replacement Cost List

3D Doodler Pen	\$30
Brain Builders Keva Planks	\$32
Brother Scan and Cut Machine	\$240
Brother Sewing Machine	\$300
Cards Against Humanity Family Edition	\$25
Casio Keyboard	\$250
Chromebook	\$210
Chromebook to Go Bag	\$30
Code & Go Mouse Activity Set	\$60
Cue Robot	\$200
Dot & Dash Robot	\$280
Dremel Engraver	\$27
Epson LCD Projector	\$300
GoPro Hero 3+	\$200
Hotspot	\$50
Makey Makey Invention Kit	\$50
Rory's Story Cube Actions	\$25
Rory's Story Cube Imagination	\$25
Rory's Story Cube Voyages	\$25
Scratch Coding Cards	\$25
Sphero SPRK+	\$125
Wood Burning Pen	\$32