

## Lending Policy

Please note: library staff is not available for instruction in the use of Library of Things (LoT) items. Detailed instructions are provided with each item or can be found online.

Items are checked out at the Johnson Public Library Reference Desk & must be returned in person to the same desk. They may not be returned to another library or in the book drop. A fine of \$10.00 will be charged for items returned in any other manner.

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. All items, especially tools and equipment, must be returned as they were 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. 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.

Equipment is used at the sole risk of the borrower. The Johnson Public Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use. Library staff may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons.

A valid library card with no outstanding fines and no lost or billed items is required for checkout. All borrowers must sign a liability waiver.

Please be courteous to your neighbors. Failure to return items on time impacts other patrons' usage of the library and may result in temporary loss of LoT borrowing privileges. Overdue fines are \$5.00 per day. If the item is not returned within 7 days after the due date, the full replacement cost will be charged.

I have read and I acknowledge the Johnson Public Library's Lending Policy for the Library of Things.

Signature\_\_\_\_\_

Date\_\_\_\_\_