



BEDFORD PUBLIC LIBRARY

Library of Things Policy

The Bedford Public Library circulates non-traditional items to cardholders of the Bedford Public Library from our Library of Things collection. The guidelines set forth in this policy govern access to the items in the Library of Things collection, as well as the expectations of the cardholders who interact with these items. With the exception of the guidelines outlined in this policy, circulation of and access to the Library's Library of Things items is subject to the same guidelines as set forth in the Bedford Public Library's Circulation Policy. In the case of a discrepancy between this policy and the Library's Circulation Policy, this policy will take precedence.

- Items are available for checkout to Bedford Public Library cardholders over the age of 18 with an account in good standing (no fees over \$5.00 and the registration is not expired).
- Library of Things item(s) can be checked out for two weeks with an option for up to three renewals (if no other patrons have requested the item; you must call the library to request a renewal).

Any item borrowed from the Library of Things is used at the sole risk of the borrower. The Library makes no representation as to the fitness for use or condition of the items. Borrowers are responsible for familiarizing themselves with and abiding by all manufacturer recommendations, warnings, instructions, and terms of use for the applicable item.

All borrowers are required to sign a Library of Things Loan Agreement, and the Release and Waiver of Liability prior to taking possession of any item. By signing the Library of Things Loan Agreement, borrowers agree to be responsible for:

- any damage, loss or theft while the item is checked out.
 - any injury or accidents to the user, or any other individual while the item is on temporary loan from the Library.
- the entire replacement cost (listed on the Loan Agreement) of the item itself, any accessories, manuals, and packaging should it be damaged, lost, stolen or otherwise not returned to the Bedford Public Library.

All Library of Things items are checked out under the following conditions:

- If the item is not returned on time, the cardholder may be billed for the entire replacement cost of the item. The library reserves the right to bill after 30 days if there are no hold requests and after 10 days if there are hold requests. This charge may be removed by the

prompt return of the item(s); however, if the library purchases a replacement item the charge **will not** be removed, even if the item is returned.

- The Bedford Public Library is not responsible for any costs incurred or damage to personal equipment or property while borrowers use items from the Library of Things.
- Library of Things items must be returned inside at the circulation desk.
- If only part of an item/kit is damaged, lost or stolen, please speak to the Head of Circulation about the replacement cost for only the damaged or missing portion, if a partial replacement is possible.
- The borrower should not leave Library of Things items unattended while they are checked out.
- Items should be used only as directed in the included manuals.
- The borrower should always remain aware of their surroundings while using Library of Things items.
- If borrowing the GoPro or other items which can be used to capture images or video, the borrower is responsible for transferring videos and clearing the included memory card before returning the item. (The Library has the right, but not the obligation, to review and/or inspect videos or other recording left on the GoPro and/or memory card, and if applicable, preserve the video/recording and report any concerns of suspected criminal or other unlawful activity to law enforcement or other appropriate authorities (e.g., DCYF, NH Attorney General's Office, FBI, ATF, CISA).)

Approved by the Board of Trustees, November 20, 2015

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