

Glen Rock Public Library | Library of Things Policy

- This is a lending program. Library staff does not provide training on how to use equipment.

Who may borrow Library of Things items:

Adult Glen Rock Resident may borrow a Thing with their own library card, as long as it is in good standing (currently valid, with no fines of \$10 or more). The same family can make this request once every 30 days.

When and how to borrow Library of Things items:

Only 2 Things may be loaned out per family at a time and a reservation must be made prior to checkout. Pickup will only be available during indoor operating hours and will be held at the Reference Desk. Adult Glen Rock Residents may borrow at the Reference Desk by filling out a user agreement form(s) for each Thing checked out on their card.

Each user agreement form specifies:

- Safety Precautions and Guidelines
- Responsibility of Replacement Cost
- Release and Indemnification.

Borrowers should receive a copy of each user agreement form during checkout.

For each day late, **a fine of \$10 will be charged to the borrower's account**. Things may be borrowed up to 7 or 14 days depending on the item; will not be due back on Sunday or when the library is closed; but may be returned any time prior to the due date.

Failure to return a Thing will result in a fine of up to the total amount it cost to purchase the item. All returns must be undamaged, complete and packaged as received. Any materials missing within the contents can result in a fine of up to the total amount it cost to purchase it. The Library cannot accept replacement materials in lieu of payment. Borrowers are asked to review the Contents List for each Thing prior to return.

How to reserve Library of Things items:

Patron may reserve a Thing through the Glen Rock Library website, over the phone by calling (201) 670-3970, or in person at the Reference Desk during operating hours. If for any reason borrower is unable to pick up reservation during the scheduled date, borrower must call and inform a Reference Librarian. Patrons may pick up their Thing any day during the reservation period, but it will still be due back the last day of the reservation period. Failure to cancel reservations and pickup items on 3 occasions will suspend a family's ability to place reservations for 1 full year.

Returning Library of Things items:

Things may not be returned in the book drop. This collection must be returned only to Glen Rock Public Library during operating hours. For each day late, a fine of \$10 will be charged to borrower's account. Regardless of circumstance, the library cannot grant renewals for Things.