

## Library of Things Policy

*Approved by Board of Trustees: September 2022*

*Review Date: [September 2024]*

explore  
discover  
connect



HOPKINTON PUBLIC LIBRARY

### Definition and Purpose of Library of Things

In keeping with the Hopkinton Public Library's (HPL) mission to "inspire exploration, discovery, and engagement as we enrich and strengthen the social network of our diverse community," HPL offers a Library of Things (LoT): a collection of items that expands the boundaries of traditional library materials. The LoT represents a variety of types of items, and is designed to help HPL patrons achieve their personal, professional, and recreational goals.

The LoT collection was generously donated to HPL by the Hopkinton Public Library Foundation.

### Collection Types

- **Circulating.** Items include crafting tools, smaller tech items, games and kits, etc.
- **Library Use Only.** These items include larger or unwieldy items that are likely to be damaged in transit, or items that require supervision.

### Borrower Responsibilities

For LoT items valued at \$100.00 or more, patrons wishing to borrow these items will be required to review and sign an agreement form that lists replacement costs of the entire item and/or its individual components. Patrons will be given a copy of this agreement form for their reference, and staff will maintain the signed copies.

Any damage to or loss of LoT items or components is the responsibility of the borrower. Patrons will be billed according to the replacement costs outlined in each LoT agreement form (if parts), or the total item cost as listed in the Library Catalog, depending on the nature of the item and the extent of the damage.

If an LoT item that has been reserved is not picked up on the requested date, the library will hold the item for one more day. Items that are picked up “late” will not get an extension in loan period and must be returned on the planned return date. If, on the planned morning of the third day of the loan period, the item has not been picked up, the library will cancel the hold in order to make the item available for other patrons. Repeated no-shows may result in the loss of the right to make advance reservations for items. Patrons that are barred from making advance reservations for items may still borrow items on a walk-in, as-available basis.

### **Circulating Collection Policy**

LoT circulating items may be reviewed and placed on hold via the Hopkinton Public Library website, or via a public display in the Library. Patrons may also borrow items on a walk-in basis as long as there is no conflicting reservation. Items may be borrowed by patrons with a CWMARS library card in good standing. Some items may have age restrictions.

Pick up and check out will be available at the Hopkinton Public Library only, at designated locations. Due to the delicate and/or bulky nature of many of the items, they will not be sent through Interlibrary Loan. All items Circulating LoT items must be returned inside the Library and handed to a staff member to be checked for damage and to ensure that all parts are present.

The checkout period for LoT circulating items will be two weeks with no renewals. Checkout frequency is limited to three items at one time in order to give the greatest number of residents the opportunity to use the items. If checkouts per household exceed these amounts (or will exceed these amounts if there is an existing future reservation), HPL staff reserve the right to refuse additional checkouts.

Staff will confirm that all item components are present and in working order prior to checking items out to patrons, as well as upon return.

Instruction on how to use each item is not offered unless stated otherwise. Patrons are encouraged to leverage the LoT to create a learning experience for themselves and their families, and are welcome to refer to the instructions and guides that accompany each circulating item. Staff are available to help patrons find books or other resources that may aid them in their learning.

## **Non-Circulating Collection Policy**

Non-circulating items may be borrowed by patrons with a CWMARS library card in good standing. These items may have age restrictions, and/or location restrictions within the Library.

Instruction by designated staff may be required prior to use of these LoT non-circulating items. These items will be clearly labeled as such.

At the end of the use session, patrons are responsible for returning the item to the designated staff to remove the item from their library account.

Designated staff will check the item upon its return, to ensure that all components are present and in working order for the next person.