



## **Needham Free Public Library Library of Things - Guidelines for Borrowing and Use**

Items lent out by the Library through its Library of Things program must be checked out from and returned to the Circulation Desk at the Needham Free Public Library on 1139 Highland Ave, Needham, MA. Items may not be returned in any return bins or to any other Minuteman Library Network location.

### **Borrowing**

In order to borrow a Library of Things item, patrons must meet the following criteria:

- Borrowers must have a valid Minuteman Library Network card in good standing.
- Borrowers of Things must be 18 years old or older.
- Borrowers will receive a copy of this Library of Things Lending Agreement.
- Borrowers must pick up and return the Library of Things item at the Needham Free Public Library Circulation Desk.

### **Loan Periods**

A Library of Things item may be borrowed for up to 1 week and renewed up to two times unless another borrower has placed a hold on the item.

### **Proper Use and Liability**

As with all Library materials, the borrower is responsible for the item and will be billed for reasonable repair, replacement costs associated with damage, or loss of items and/or peripherals (including components, accessories, and carriers) due to neglect or abuse. All tools and equipment are to be returned in the same condition as they were borrowed, barring normal wear and tear. All tools must be returned clean or disassembled where appropriate (i.e., electronics kits, etc.). The Library has the sole discretion in assessing the condition of a Library of Things item. A list of replacement costs of these items is available upon request.

The Needham Free Public Library is not responsible for any injury, loss, or damage that may occur from use of a Library of Things item. The Needham Free Public Library staff claims no expertise and makes no representation concerning the fitness of any tool for any particular use.

It is the borrower's responsibility to protect against loss. Staff will inspect items upon return. Borrowers are expected to return the Library of Things item with all parts, components, and cases to the Circulation Desk. Borrowers will be responsible for any damage to an item while in their possession.