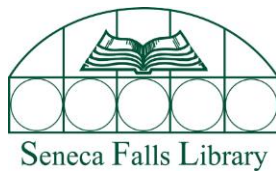


## **Seneca Falls Library Library of Things Borrowing Policy**

1. Borrowers must be 18 years of age or older, and have a library card in good standing to borrow from the Seneca Falls Library of Things.
2. Only current patrons/library card holders, who have held their card for longer than 60 days are authorized to use Library tools.
3. **Patrons shall not permit the use of Library items by anyone other than the borrower. Initial here: \_\_\_\_\_**
4. The items in our collection may not be used for any trade, business, rental, or commercial purposes.
5. Prior to borrowing Library of Things items, all patrons must read and sign the Seneca Falls Library Waiver and read, sign, and complete the Library of Things form (verifying that they have read and will abide by the Borrowing Policy.)
6. Library of Things items may be borrowed for up to seven days. All items borrowed are to be returned to the Library by close of business on their due date.
7. Library of Things items may ONLY be returned during the Library's open hours and must be returned to the Seneca Falls Library Circulation Desk. Items may NOT be placed in the book drop or dropped off at other libraries.
8. Late fees are \$5 per day until the item is returned, up to the item's full cost. After 21 days, the patron will be charged the full cost of the item.
9. The Library may replace severely delinquent items and will hold the patron responsible for the full replacement cost plus a \$5 administrative fee. Lost / delinquent item fees must be paid in full before borrowing additional items.
10. The Library reserves the right to use appropriate steps to retrieve delinquent items or unpaid fines and fees. The Library also reserves the right to forgive fees due to special circumstances.
11. Patrons may put in-stock items on hold, by phone or in person, on the same day of checkout for large community events. No exceptions will be made for individual lending.
12. Borrowed Library of Things items may be renewed once, either in person or over the phone, if there are no holds by other patrons. Patrons can not have any late fees when they renew. Renewals can only be made over the phone (during library hours only) or in person.
13. Patrons may only check out one Library of Things item at a time. If an item is available (does not



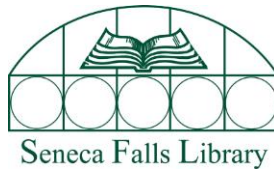
have holds) when you return it, you may check it out again right away.

14. The patron agrees that the Library is not responsible for any manufacturing, material, or quality of workmanship defects of borrowed items.
15. **By taking possession of any Library of Things item, the patron is certifying that he or she can use that item safely and properly. Initial here: \_\_\_\_\_**
16. **The patron agrees that if any borrowed item becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the item and notify the Library of the issue on return, if not earlier. Initial here: \_\_\_\_\_**
17. All Library of Things items are to be returned in the same condition as they were issued, barring normal wear and tear. All Library of Things items must be returned clean.
18. The patron agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of the condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
19. Transportation of all Library of Things items is the sole responsibility of the patron. Staff are NOT responsible to help patrons load and unload items into vehicles.
20. All consumables for items are the responsibility of the patron and must be supplied by the patron. (ex. Paint, sanding paper, soap ETC.) Please refer to the item's FAQ sheet for a reference of materials it will work best with.
21. The Library reserves the right to refuse the loan of any item at its discretion.
22. The Library reserves the right to alter the Library of Things policy at any time.

I \_\_\_\_\_ have read and agree to the terms stated above.

(Full Name)

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Library of Things Liability Waiver

### Conditions of Use

I agree to use items from the Library of Things collection, including all tools and materials, as they were designed to be used, including (but not limited to) following any instructions for use provided in the item manufacturer's recommendations, directions, or manual. I agree to be responsible for the continued good condition of the tools or materials while the items are being used by or are checked out to me.

### Assumption of Financial Responsibility

By checking out items from the Library of Things, I agree I will be responsible for paying the cost of replacing any damaged or lost items, whether in part or in full. The replacement cost of Library of Things items may exceed \$600.

### Assumption of Risk

I agree that I am voluntarily interacting with items from the Library of Things collection, with full knowledge of the risks that may arise from my use or misuse of such items, including but not limited to bodily injury, property damage, or death. I understand I am responsible for the safety of any age-appropriate audiences, and will ensure any use by minors of items from the Library of Things collection is carefully supervised by an adult.

### Release of Liability

I release the Seneca Falls Library and its employees and volunteers from all liability, claims, damage, or demands arising from or related to my interaction with items from the Library of Things collection.

### Patron Information

NAME: \_\_\_\_\_ LIBRARY CARD #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THIS WAIVER AND UNDERSTAND THAT IT INCLUDES CONDITIONS OF USE, AN ASSUMPTION OF RISK AND FINANCIAL RESPONSIBILITY, AND A RELEASE OF LIABILITY. UNDERSTANDING AND SIGNING THIS WAIVER IS REQUIRED TO USE ITEMS FROM THE SENECA FALLS LIBRARY OF THINGS COLLECTION.**

SIGNATURE OF BORROWER (must be 18 or older) Signature \_\_\_\_\_

Date \_\_\_\_\_