

LIBRARY OF THINGS USER POLICY

The Library of Things (LOT) is a collection of tools, devices, and various household items made available to Bloomfield Public Library cardholders to help them maintain and improve their homes, gardens and communities.

BORROWING THINGS

1. LOT borrowers must be a Bloomfield Public Library (BPL) cardholder in good standing. Fines, overdue items, suspensions, or other infractions of the rules may result in a denial to borrow LOT things.
2. Borrowers for all LOT items (**EXCEPT** games, legos, magnetic tiles, and puzzles) **MUST** be at least 18 years of age and have a signed LOT User Agreement on file with the library.
 - a. All games, legos, magnetic tiles, and puzzles **MAY** be checked out by patrons under the age of 18 **PROVIDED** their parent/guardian has a BPL card and has signed a LOT user agreement giving their minor child/children permission to check out the aforementioned items.
 - b. The Library staff may require the borrower to provide a picture ID and proof of address,** especially for tools and other expensive LOT items.

*** Proof of address includes one of the following items: utility bill in the borrowers name within the last 30 days, a tax statement, or lease agreement.*

3. LOT items are loaned out for two weeks. However, BPL reserves the right to alter the check-out period if an item has been placed on reserve for a specific date and time.
4. One renewal is allowed on an LOT item **UNLESS** that item is on hold for another patron. BPL does reserve the right to deny or limit renewal periods.
5. Overdue LOT items will be assessed a **fine of \$1.00 per day**, accruing up to the replacement cost of the item. When the fine has reached \$10.00, the **patron's card will be suspended and no other check-outs or computer/Wi-Fi use will be allowed until the item is returned and all fines/damages paid in full**. BPL will take all appropriate steps, including legal action to recover overdue LOT items.
6. LOT items may be reserved in advance to insure their availability. This can be done in person at the circulation desk or by phone **PROVIDED** the patron has a LOT User Agreement on file.
7. Borrowers of tools and other equipment shall sign a **WAIVER AND INDEMNIFICATION** form. By doing so, the borrower acknowledges that he/she is capable of using the item(s) in a safe and proper manner, accepts full responsibility for the item(s), and the item(s) will only be used by the person whose signature is on the form. The library is **NOT** responsible for any injuries or damages resulting from the use of the item(s).