

Horicon Public Library

Library of Things Policy and Guidelines

The Horicon Public Library is pleased to offer Things for circulation. Things are a collection of non-traditional library items that complement the Horicon Public Library's mission of connecting our community to opportunities that educate, empower, enrich, entertain, and inspire.

Borrowers of Things agree to abide by the policy and guidelines below.

To ensure fair use by all borrowers, the following apply:

- A borrower must be at least 18 years of age with a valid Horicon Public Library Consortium library card in good standing.
- Borrowers of Things must sign a copy of the Horicon Public Library Things Lending Policy and Guidelines, along with a Lending Agreement for each Thing borrowed.
- All Things must be checked out from and returned to the Horicon Public Library Circulation Desk during regular operating hours. Things may not be returned to any other Monarch Member Library.
- Alteration or modifications to Things, or alteration, modifications, or additions to Library User Accounts (including adding User Profiles), logging out of Library accounts, logging into personal accounts, downloading, or purchasing is strictly prohibited. Violations will result in revoked borrowing privileges and charges billed to the borrower.

Loan Periods

- In most cases, a Thing may be borrowed for one week and renewed two times unless another borrower is waiting.
- Holds are permitted, but pickup is limited to the Horicon Public Library.
- A household may borrow only one Thing at a time.
- The Library reserves the right to take a Thing out of circulation for library purposes. (workshops, demonstrations, programs, or repair)
- The Horicon Public Library reserves the right to limit the use of Things for individuals or families in the case of abuse as determined by the director, which may be appealed in writing to the Library Board.

Proper Use and Liability

- Use care when handling a Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with the damage or loss of Things and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions.

(Adopted 5/2021)

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- Replacement costs of Things are maintained by the Library and are available upon request.
- The Horicon Public Library is not responsible for any injury, loss, or damage that may occur from the use of a Thing.
- The responsibility to protect against loss is the borrower's.
- Staff will inspect Things prior to checkout and again upon return.
- The Library does its best to provide clean and fully functional equipment but is not responsible for unforeseen hardware or software failures.
- The Library does not recommend entering personal information onto a device. The Library is not responsible for any loss of borrower personal information borrowers choose to make available on any device.

Borrower Name: _____
(Print)

Borrower Signature: _____

Date: _____ Library Card #: _____ Staff Initials: _____

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LIBRARY OF THINGS LENDING AGREEMENT

By borrowing a Thing, I agree:

- To abide by the Horicon Public Library's Library of Things lending guidelines.
- To pay full repair and/or replacement costs should the Thing or components of the Thing be stolen, lost, not returned, or damaged.

I acknowledge that the Library is not responsible for any injury, loss, or damage from use.

If borrowing a Thing, sign below:

Signature: _____ Date: _____

Print name: _____

Name of Item: _____ Staff Initials: _____

(Adopted 5/2021)