
LIBRARY OF THINGS POLICY

The Library of Things Collection is an assortment of equipment, experiences, Explore Passes (see definition below), and Awesome Notables (see definition below) to check out. The collection provides diverse opportunities for lifelong learning, creativity, and engagement by providing the physical tools necessary to explore new areas of interest and learn new skills.

LIBRARY OF THINGS DEFINITIONS

Explore Passes

Passes which circulate to venues such as, but not limited to, the Milwaukee County Zoo, Green Bay Packers Hall of Fame, and Betty Brinn Children's Museum.

Awesome Notables

Items such as tools, yard games, and equipment that require a signed Library of Things Lending Agreement for borrowing and usage.

General LOT

Items such as a handheld electronic magnifier, launchpads, card shuffler, etc. that do not require a signed Library of Things Lending Agreement for borrowing and usage.

Tinker Totes

Tinker Totes are fun educational toys, games, and musical instruments that are geared towards children. Most of the games and educational toys are designed to be used with a parent or guardian. Some Tinker Totes are for the whole family.

Board Games

Board games include but are not limited to Villainous, Exploding Kittens, Ticket to Ride, etc.

Puzzles

Puzzles range from 100 - 2,000 pieces.

ELIGIBLE CARD HOLDERS

A valid CAFÉ library card in good-standing in borrower's name is required to borrow from the Library of Things Collection. Some items (specifically the Awesome Notables and the Explore Passes) within the Library of Things Collection require that the borrower must be 18 years of age or older. Additionally, Awesome Notables items require borrowers to sign a copy of the Library of Things Lending Agreement.

RETURN OF LIBRARY MATERIALS

All Library of Things items must be checked out and returned to the Circulation Desk of the Hartland Public Library.

Library of Things items must be returned in their original library container, pouch, or bag.

A \$5.00 fine/fee (per item) will be charged to the borrower's account if Library of Things items are returned in the bookdrop or to a library other than the Hartland Public Library.

HOLDS

Most items within The Library of Things Collection are eligible for holds. However, no holds are available for Explore Passes, Rokus, puzzles, and Wi-Fi Hotspots. If any issues arise with the holds policy, the Library Director will have final discretion.

LOAN PERIODS

Most items within the Library of Things Collection are limited to a 7-day checkout period. Exceptions are Explore Passes (various checkout periods) and Rokus (14-day checkout period).

There are renewals allowed for most Library of Things items, with the exception of Explore Passes, Rokus, and Wi-Fi Hotspots.

OVERDUE MATERIALS

A \$10.00 per day fine/fee (per item) will be charged to the borrower's account if the Library of Things items are returned late, with the exception of the Puzzles and Board Games, which will result in a \$0.10 a day per item fine/fee.

LOST OR DAMAGED MATERIALS, MISCELLANEOUS FINES/FEES

Due to the wide variety of items within the Library of Things Collection, all replacement and damage costs will be determined by the Library staff and the Library Director following their return. Factors such as current retail price, administrative and processing costs, staff time, item availability from vendor, assigned costs for unreplaceable pieces, etc. will all be taken into consideration during the assessment.

All Explore Passes have a replacement cost of \$250.

Awesome Notables may have replacement costs over \$100.

PROPER USE AND LIABILITY

The Hartland Public Library is not responsible for any injury, loss, or damage that may result from or involve the usage of an item in the Library of Things Collection. Patrons will be responsible for any damage to any Library of Things item while checked out by a borrower. The responsibility to protect against loss or damage is solely the borrower's.

Library staff will inspect and sanitize all items upon their return before they are returned to public circulation.

Approved by the Hartland Public Library Board of Trustees on 4-13-2023, Revised on 5/9/2024.