



Library of Things (LOT) Guidelines for Borrowing and Use

A valid Carpenter-Carse Library card with no outstanding or overdue items is required to borrow an item. Borrowers must be **18 years old or older**, and must sign a copy of the LOT Lending Agreement. A \$25 refundable security deposit is due at check out. **We are able to take cash or check for the deposit.** Borrowers are required to check out and return LOT items to the Front Desk. LOT items may not be returned via the book drop.

LOAN PERIODS

In most cases, an item may be borrowed for 1 week intervals and renewed one time unless another borrower is waiting. Late fees will be assessed at \$5 per day, with the exception of the bikes and the telescope. Late fees for those items will be assessed at \$20 per day.

PROPER USE AND LIABILITY

Use care when handling the item. Utilize the protective covers and cases provided when transporting the items or when they are not in use.

The borrower is solely responsible for the item and will be billed for reasonable repair or replacement costs associated with damage or loss of items and/or components due to neglect or abuse. A list of replacement costs of items is maintained by the Library and is available upon request.

Patrons will be responsible for any damage to/loss of an item while in their possession. The responsibility to protect against loss is the borrower's. Staff will inspect items upon return. Borrowers are expected to return an item with all parts and components to the Front Desk.

Carpenter-Carse Library is not responsible for any injury, loss, or damage that may occur from use of an item. Borrowers specifically release the Carpenter-Carse Library, its officers, employees and agents from any and all damage or injuries sustained as a result of use of the equipment, including but not limited to any negligence on the part of the borrower, as well as any negligence on the part of the Carpenter-Carse Library. Borrowers agree to hold Carpenter-Carse Library harmless against any and all claims, suits, costs and injuries arising out of use of the equipment.

REPLACEMENT COSTS

The borrower is solely responsible for the item and will be billed for reasonable repair or replacement costs associated with damage or loss of items and/or accessories due to neglect or abuse. A list of replacement costs of items is maintained by the Library and is available upon request.

Specialty items have a replacement cost over \$200 and include the following:

- Bicycle
- Sewing Machine
- Telescope
- Yoto Player and headphones



Library of Things (LOT) Lending Agreement

By borrowing an item, I agree:

- To abide by the Carpenter-Carse Library's LOT Lending Guidelines (see other side).
- To return the item to the library on time. I shall be responsible for any late fees incurred (\$5 per day).
- To pay full repair and/or replacement costs should the item or components of the item be stolen, lost, not returned, or damaged.

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

Signature: _____ Date: _____

Print name: _____

Name of Item: _____ Staff initials: _____