Chanute Public Library
Library of Things Collection Development and Borrowing Policy

I. Introduction

The Library of Things is a collection of non-traditional items that complement the Chanute Public Library's mission to provide educational, cultural, and recreational materials to meet the present and future needs of users. Patrons who borrow a "Thing" agree to abide by the Chanute Public Library's Library of Things borrowing guidelines below.

II. Collection Development Policy

Scope of Materials

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. The Library of Things is not intended to be comprehensive, as the Library is limited by a finite amount of funds and storage space for these items. The Library of Things may include but are not limited to:

a. Home Improvement and Assistive Devices, such as household tool kits, kitchen and cooking equipment, sports equipment, etc.
b. Audiovisual Equipment, such as handheld CD players, Playaways, video equipment, etc.
c. Science and Technology kits, such as birdwatching kits, gardening kits, children's STEAM/STEM kits, learning kits, etc.
d. Recreation and Crafting Tools, such as board games, musical instruments, Cricut machine, etc.

Selection of Materials

The Library staff will select materials for the Library of Things based on the needs and interest of Library patrons. The Library welcomes input from the community concerning the collection. All suggestions for purchases are evaluated using the same selections criteria as for other materials.

Due to limited storage space and the staff time necessary to evaluate, test, and maintain each Thing, the library can accept only a limited number of donations and has the right to refuse any donation. The library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation, and disposal criteria as material acquired for purchase.

Evaluation and Maintenance of Collection

The Library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do no circulate will be withdrawn from library collections.

III. Borrowing Use and Guidelines

Items may be checked out to patrons ages 18 and older who have a Chanute Public Library card in good standing (has $5.00 or less in fines on their card). Patrons must present a physical library card or have a photo ID with them when checking out a Thing. Patrons must check out Things using their personal card and cannot use another patron's account to check out the Thing, regardless of account permissions.

Objects lent out by the Library through its Library of Things collection must be checked out from and returned to the Downstairs Circulation Desk. They may not be returned in the book drop or at any other location.

Things are not considered returned until all items associated with it (excluding items that not returnable due to the nature of the Thing – for example, one-use items such as worksheets, etc.) have been returned to the library in good condition. An inventory of items in the kit will be included along with associated replacement costs for the items.

Library staff will inspect Things prior to borrowing and again upon return. Things should be returned in the same condition as when borrowed. Kitchen items and other things that have gotten dirty while borrowed should be cleaned before returning.

Due to the nature of the items contained within the Library of Things, these items will not be shared via courier to other libraries in the Southeast Kansas Library System or through ShareIt. The library may also take the Thing out of circulation for use of programming or to replace missing parts of the kit.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not the library.

Because of the variety of Things available to check out, some of which are fragile, expensive, and/or designed for use by individuals of a certain maturity level, circulation policies have been developed based on the type of Thing to be checked out.

Loan Periods and Fines

Most items may be borrowed for 7 days and may only be renewed once. Special exceptions may be made for organizations with organizational cards. A maximum of 2 Things per card may be checked out. Library staff may limit the number of repeat loans of a specific item to a household in the interest of ensuring fair access for all patrons.

Repeated late returns or lost and/or damaged items may result in loss of Library of Things borrowing privileges.

If a Thing is lost or not returned after 30 days, charges will be applied to the cardholder's account for the value of the item until either the Thing is returned in good condition (in which case, a $5 late will be applied to the account) or the replacement cost is paid. If a Thing is returned damaged, the cardholder will be charged for the repairs or replacement of the item.

A $1 cleaning fee may be applied if items are returned in poor conditions and require additional cleaning. A $1 fee may be applied if the Thing is returned in the book drop.

Proper Use and Liability

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

All items lent by the Chanute Public Library are the property of the Chanute Public Library. The borrower agrees that the Chanute Public Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed Things.

The Chanute Public Library is not responsible for any injury, loss or damage that may occur from using a Thing. The responsibility to protect against loss is the borrower's.

The borrower agrees that if the borrowed Thing becomes unsafe or in a state of disrepair, the borrower will immediately discontinue use of the Thing and return it to the Chanute Public Library.

Before borrowing any Thing, the borrower will sign a patron waiver provided by the library, which will be kept on file. The borrower acknowledges that he or she is capable of using the Thing in a safe and proper manner.

Patron Waiver

Before checking out a Thing, the patron must have signed a waiver that states the patron abides by the borrowing use and guidelines listed above. This waiver will be kept on file along with the patron paperwork and notes added to the patron's card.

IV. Staff Procedures

When a patron returns a Library of Things item, staff members will check the condition of the items every time. An inventory list will be maintained by staff and is included with every kit.

If items need to be repaired, the kit will be taken out of circulation until the Thing is repaired or replacement parts are found. At this time, the Library will determine if replacement costs need to be charged to the patron. Likewise, if an item needs to be thoroughly cleaned above normal wear and tear when an item is returned dirty, a $1 cleaning fee will be charged to the patron.

Consumable items (such as worksheets, etc.) must be replaced before the Thing is ready to loan out again. If parts are missing that must be returned, staff will contact the patron to return the missing items. During this time, the Thing may not be checked out by another patron.

When a patron checks out a Thing, staff will verify the patron is over 18 years of age, has either a physical card or photo ID, and has signed the patron waiver. Patrons cannot check out Things on another person's account, regardless of account permissions. Patrons also cannot have another person pick up the Thing for them or request for the Thing to be placed in an outside locker. If an account has two patrons using it as a joint account, both members of the joint account must sign a waiver before checking out a Thing.

Staff will also check the condition of the Thing and ensure that all parts are with the kit before checking out to the patron. If a staff member finds something wrong with the kit, they may decide to not check out the item until the issue is remedied.

If a Thing has been returned in the book drop, the staff may apply a $1 fine to the patron's card.

Policy adopted: 5/12/2025

Last reviewed: _____

Chanute Public Library's Library of Things Patron Waiver

Guidelines for Borrowing and Use

1. Library of Things items and kits may only be checked out to Chanute Public Library patrons who are 18 years or older and who have a library card in good standing ($5 or less in fines on their cards).
2. Items must be checked out from the Downstairs Circulation desk and must be returned to the Downstairs Circulation desk. Library of Things items returned in the book drop will have a $1 fee charged to the patron.
3. Most items may be borrowed for 7 days and may only be renewed once. Special exceptions may be made for organizations with organizational cards. A maximum of 2 Things per card may be checked out. Library staff may limit the number of repeat loans of a specific item to a household in the interest of ensuring fair access for all patrons.
4. Things are not considered returned until all items associated with it (excluding items that not returnable due to the nature of the Thing – for example, one-use items such as worksheets, etc.) have been returned to the library in good condition.
5. Library staff will inspect Things prior to borrowing and again upon return. Things should be returned in the same condition as when borrowed. Kitchen items and other things that have gotten dirty while borrowed should be cleaned before returning. A $1 cleaning fee may be applied if items are returned in poor conditions and require additional cleaning
6. If a Thing is lost or not returned after 30 days, charges will be applied to the cardholder's account for the value of the item until either the Thing is returned in good condition (in which case, a $5 late will be applied to the account) or the replacement cost is paid. If a Thing is returned damaged, the cardholder will be charged for the repairs or replacement of the item. Repeated late returns or lost and/or damaged items may result in loss of Library of Things borrowing privileges.
7. Use care when handling the Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions.
8. The Chanute Public Library is not responsible for any injury, loss or damage that may occur from using a Thing. The responsibility to protect against loss is the borrower's. The borrower agrees that if the borrowed Thing becomes unsafe or in a state of disrepair, the borrower will immediately discontinue use of the Thing and return it to the Chanute Public Library.

Library of Things Lending Agreement

I agree:

- To abide by the Chanute Public Library's Library of Things guidelines for borrowing and use as stated above.
- To pay an overdue fine if the Thing is returned late.
- To pay full repair and/or replacement costs should the Thing or components of the Thing be stolen, lost, not returned or damaged.

In consideration of being permitted to borrow the Thing, I hereby voluntarily waive, release, and discharge and covenant not to sue the Chanute Public Library, its respective successors, assigns, officers, agents, employees, and volunteers (hereafter referred to as "Releasees") from any and all claims, actions, or demands of any kind, nature, and description, including claims or actions for damages for death, personal injury or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related or connected with my borrowing the Thing.

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Printed Name Signature Date