

Library of Things User Agreement & Waiver

Name:

Phone:

Email:

Mailing Address:

Summary of Jericho Town Library's Library of Things Policy:

- Items are able to be checked out by all Jericho residents with a Jericho Town Library or Deborah Rawson Memorial Library card.
- Materials have a checkout period of one week, after which the patron may request one additional one-week renewal. Patrons can also place holds on these items.
- Items must be returned directly to Library staff/volunteers at the circulation desk during open hours, not left in the drop box or porch.
- When an item from the Library of Things is overdue, the patron will receive several overdue notices, after which a charge will be applied to their account and their card will be restricted until the item is returned or paid for. At this point, they will be notified via email, phone, and print mail of their account restriction.
- The patron is responsible for the replacement fee of lost, damaged, or stolen items. Deborah Rawson Memorial Library is not responsible for the replacement fees of items borrowed by their cardholders.

The full Library of Things Policy is attached on the following page for review.

By signing this document, I:

- Take full responsibility for the item I am checking out and will pay the replacement fee if the item is lost, damaged, or stolen while in my care, or if I fail to return the item at all.
- Agree to release the Town of Jericho and the Jericho Town library, its town representatives and employees from any and all liability associated with the use of the items in the Library of Things collection including but not limited to personal injury, property damage or any other consequences. The Library is not responsible for the proper use of the equipment.
- Agree to use the items in this collection only for their intended use.
- Understand that these items must be returned directly to Library staff inside the building.
- Confirm that I am reliably reachable by Library staff at the contact information listed at the top of this page. I will notify the Library if my information changes, so that I can be informed of overdue notices and/or account notifications if need be.

I understand and agree to these rules and conditions for use of the Library of Things:

Signature: _____ Date: _____

Library of Things

Jericho Town Library's "Library of Things" makes many different, nontraditional items available to the public. Patrons can borrow these items just like any other library materials, and Jericho Town Library strives to make this collection easily accessible to all Jericho residents.

Materials in the Library of Things have a checkout period of one week, after which the patron may request one additional one-week renewal. Patrons can place holds on these items, too. The first time a patron checks out an item from the Library of Things, they will sign a user agreement/waiver (see Appendix). The signed document applies to all nontraditional materials in Jericho Town Library's collection and will be kept on file, so the patron will only need to fill it out once.

In this waiver, the patron agrees to pay the replacement fee if items are lost, damaged, or stolen and to release the Town of Jericho and Jericho Town Library from all liability associated with the use of items in the Library of Things. Deborah Rawson Memorial Library is not responsible for the replacement fees of items borrowed by their cardholders: the patron is solely responsible.

Materials must be returned directly to Library staff/volunteers at the circulation desk. Library staff/volunteers will then verify that the returned item is complete and still in working condition. If an item from the Library of Things is overdue, the patron will receive several overdue notices, after which a charge will be applied to their account and their card will be restricted until the item is returned or paid for. At this point, they will be notified via email, phone, and print mail of their account restriction.

Trustees will make an effort to replace items that have suffered normal wear and tear over time.

Approved by the Library Board of Trustees on 12/14/21.