



LIBRARY OF THINGS PROCEDURES

1. INTRODUCTION: The Putnam County Public Library, works to be responsive to patron needs and interests. In recent years the notion of a sharing economy has inspired public libraries across the country to develop nontraditional collections of items for community access. Both economic austerity and aspiration to a minimalist lifestyle bring individuals to question the need for personal ownership of items infrequently used. A public Library of Things (LoT) provides access to these items – or “Things” – similar to the way libraries have traditionally offered access to print and recorded materials.

2. DESCRIPTION:

Things are considered and acquired in a variety of areas:

Art & Craft	Kitchen	Party Supplies
Assistive Technology	Making	Science
Health	Musical Instruments	Toys & Games
Home Improvement	Outdoor Recreation	Yard & Garden

Things may be located in the Adult Reference Department.

3. BORROWING REQUIREMENTS AND PROCESS:

3.1. Patrons may borrow a Thing by presenting their Evergreen library cards. Only library cardholders whose accounts are current and in good standing may check out a Thing.

3.2. Things are intended for check out and take home use. Those who check out Things must abide by all requirements of the PCPL’s Borrowing Policy.

3.3. Things will be lent for one week.

3.4. Library staff will ensure that all parts and accessories are lent with and returned with Things.

3.5. Things will not be shared via delivery with other libraries. All Things are borrowed from and returned directly to the Putnam County Public Library.

3.6. Many Things are eligible for borrowing only by those 18 years or older due to safety concerns.

3.7. The Putnam County Public Library reserves the right to take a Thing out of circulation temporarily to support a library program or for repair or maintenance.

3.8. Library staff may limit the number of repeat loans of a specific Thing to one household in the interest of ensuring fair access for all library patrons.

4. SELECTION CRITERIA:

4.1. The LoT selector will choose Things based on the needs of patrons in the Putnam County area. The LoT is not intended to be comprehensive. The selector will consider questions such as:

- Is access to this Thing supported by the library's strategic plan?
- Have patrons been asking for this Thing?
- Can patrons find this Thing elsewhere?
- Is this a seasonal Thing?
- Does PCPL have the resources, (time, money and expertise) to purchase and maintain the Thing, including time and funds for replacement parts, maintenance tasks, and repairing wear and tear?
- What is the lifespan of this Thing? Is the nature of the Thing such that normal wear and tear will render it undesirable, compromised or useless in a short time?
- Is the Thing anticipated to have ongoing costs? Are there consumables necessary for the Thing to be used? If so, can the library afford to stock and restock the consumables or is it reasonable to expect patrons will provide?
- Does PCPL have space to store and display the Thing?

4.2. The LoT Selector will set aside a portion of the Thing budget for replacement parts and repairs.

4.3. Things and their carrying cases or containers will be marked that they must be returned to Putnam County Public Library.

4.4. The LoT Selector will retire Things from the LoT based on condition, lagging interest, obsolescence, acquisition or intended acquisition of a newer Thing.

4.5. Requests for Purchase: Provisions of the PCPL's REQUEST FOR PURCHASE process apply.

4.6. Donations: When determining whether to accept the gift of a Thing, the PCPL's GIFT POLICY will be applied.

5. LIABILITY

5.1. Not all Things are suitable or safe for all patrons. Responsibility for a child's use of a Thing rests with the parent or guardian.

5.2. Patrons borrowing Things will be required to sign a LIBRARY OF THINGS LENDING GUIDELINES AGREEMENT and a LIBRARY OF THINGS SUPPLEMENTAL WAIVER, waiving the library's liability for injuries sustained while using the Thing.

6. ORDERS AND PROCESSING:

While the LoT Selector is encouraged to read and observe widely for ideas about available Things, the initial submission of Thing orders will be to established Putnam County Public Library vendors and contracts.

The LoT Selector will abide by the Putnam County Public Library ordering schedule for the current fiscal year and submit each order with complete Thing information, including price, quantity, incidentals such as color or size, and a link to the online identification source.

Some Things may be located in various public service departments. Requests for replacement Things, parts, and supplies will be submitted to the LoT Selector, who is responsible for submitting orders.