

Guidelines for Borrowing and Use

- Library of Things items may be checked out and returned to any HCLS branch, but the Thing **MUST** be returned to a staff member at the service desk. **Items left unattended or returned to a book drop will result in a \$20 fine assessed to the patron's account.**
- A Hancock County Library Card in good standing is required to check out Things.
- **Restrictions and special considerations** for some Things may require borrowers to be 18 years or older, have had a library account for at least six (6) months, provide a valid government-issued photo ID matching the library account, and/or have a parent or legal guardian's signature.
- Things must be used and operated in accordance with attached care instructions and manufacturer's guidelines.
- The borrower is responsible for returning the Thing in the same condition in which it was received. Items returned dirty will be assessed a **\$5 cleaning fine**. Missing or damaged parts will result in a fine assessed based on the cost of repair or replacement. Repair or replacement costs may be assessed up to fourteen (14) days after check-in.
- A Thing may be borrowed for seven (7) days and renewed one (1) time only (unless another patron has placed a hold on the item). Each library account may borrow one (1) Thing at a time.
- If a Thing has reached its lending limit (including any automatic renewal allowed) and is not returned by its due date, a **late fine of \$5 per day will be assessed (up to a maximum of \$20)**. This overdue fine may be waived if the item is returned within the 3-day grace period.
- Things not returned by the due date (including any automatic renewal allowed) will be considered lost and all late fines **plus the cost of replacement will be assessed** to the library cardholder. The replacement cost is listed on the Thing and can be requested from library staff.
- Library card accounts with \$100 or more in unresolved fines/fees will be referred to a collections agency.
- The Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. By circulating a Thing, the borrower releases, indemnifies, and holds harmless the Hancock County Library System from any and all injury, loss and/or damage caused by its use and operation.
- Failure to return library materials is a violation of *Mississippi Code § 39-3-301*, punishable by a fine of up to \$500, imprisonment up to 6 months, or both.
- The Library reserves the right to suspend borrowing privileges for Things for patrons failing to regularly return items on time in their original condition and/or failing to comply with policies.

My signature below indicates that I have read, understood and agree to abide by the Guidelines for Borrowing and Use when checking out material from the Library of Things collection.

Print Name

Signature

Date

Staff use only

Patron Library Card Number: _____

Photo ID checked: _____ Contact information confirmed: _____ (staff initials)

Thing Name: _____ Barcode: _____

Adult Signature required Patron meets the requirements

Patron has reviewed Guidelines for Borrowing & Use (form and/or audio)

Check-Out Inspection

- All parts listed on card present
- Any damage or missing part noted in ILS
- Reviewed care card requirements

Patron Initials: _____

Staff Initials: _____

Check-In Inspection

- Returned to staff at service desk
- All parts listed on card present
- No damage & clean
- Item powers up (if applicable)

Patron Initials: _____

Staff Initials: _____