

Randall Library – Stow, MA
100-00026 – Rev 01 – August 2023
Library of Things
Collection Development and Circulation Policy

Library of Things Collection Development and Circulation Policy

The Library of Things is a collection of non-traditional library items that complement the Randall Library's mission of providing traditional and innovative library resources, programs, and services for the Stow community. This collection supports the Library's vision of being an innovative collaborator by fostering community, expanding minds, and inspiring curiosity.

Patrons who borrow a Thing agree to abide by the Library of Things lending guidelines below. Types of Things included in the collection:

Arts and Crafts | Home and Garden | Music | Personal Electronics | STEM

The Library of Things is not intended to be comprehensive and the Library is limited by a finite amount of storage space for these items. For a full list of items available, visit the library website or library catalog.

Procurement of Materials:

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of Library patrons of all ages in the Town of Stow.

The Library's staff will select materials based on the needs of Library patrons. The Library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection.

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. 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. 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 with the Library.

Evaluation 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 Items that are not popular and do not circulate will be withdrawn from Library collections according to the Collection Maintenance portion of the Collection Development Policy.

Library's Use of Things:

Due to the nature of the items contained in the Library of Things, these items will not be eligible for Interlibrary Loan to other libraries. All Library patrons are required to check out and return Library of Things items to a staff member at the Circulation desk of the Randall Library.

The Library reserves the right to take a Thing out of circulation temporarily to use for Library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

Library of Things Guidelines for Borrowing and Use:

Objects lent out by the Library through its Library of Things program must be checked out from and returned to the Circulation Desk of the Randall Library. They may NOT be returned in the drop box or at any other location. 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.

Patrons must be 18 years or older to borrow a Thing. Only one Thing per category is allowed to be checked out at a time. Back-to-back reservations are discouraged to allow for other patrons to have access to popular items.

Loan Periods:

High demand items may be subject to a limited number of check outs allowed per patron per year. These include hot spots, gaming consoles, and other frequently circulating items.

The Library does not charge fines; however, if a Thing is not returned on time, a replacement charge equaling the cost of the Thing may be added to the borrower account. A Library card may be blocked immediately if a Thing becomes overdue.

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. A list of replacement costs of Things is maintained by the Library and is available upon request. The Library of Things Lending Agreement is available online and upon request.

The Randall Library is not responsible for any personal injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrower's. Library staff will inspect Things prior to borrowing and again upon return. Things should be returned in the same condition as when borrowed. Things that have gotten dirty while borrowed should be cleaned before being returned.

- The borrower accepts full responsibility for the Thing while it is checked out to them.
- The borrower agrees to abide by all lending guidelines.
- The borrower agrees to accept full financial liability for the Thing and accessories while it is checked out to them; if a Thing is not returned on time, a replacement charge may be added to the borrower account.

- The borrower agrees to return the Thing to the staff member working at the Circulation Desk of the Randall Library.
- The borrower agrees that failure to comply with any of these rules and guidelines may result in the loss of borrowing privileges or other remedy at the discretion of the Director.
- The Library is not responsible for any injury, loss, or damage that may occur.

Adopted on August 1, 2023