



## Keene Public Library Policies

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<b>Library of Things, Garden Tools, and Outdoor Gear Library Collections</b>	<b>Adopted: October 24, 2023 Revised: October 22, 2024</b>
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This policy applies to items in the Library of Things, Garden Tools Library and Outdoor Gear Library Collections herein referred to as (“Items”).

### Definitions of Collections

Items in the Outdoor Gear Library were acquired by the Keene Public Library (“KPL”) through a partnership with Healthy Monadnock Alliance, the Cheshire County Conservation District (CCCD) and Keene Public Library. Per that partnership’s Memorandum of Understanding, Items in the Outdoor Gear Library may be borrowed free of charge by any resident of Cheshire County. Items in the Outdoor Gear Library are the property of Keene Public Library, and the Library may dispose of worn or damaged items. The Library may contact CCCD to determine whether CCCD can fund the repair or replacement of worn or damaged items. The Cheshire County Conservation District will be the default recipient of the remaining gear if the Outdoor Gear Library program ceases at the Library.

Items in the Garden Tools Library were acquired through a partnership with the Cheshire County Conservation District (CCCD) and the KPL. That partnership allows for Items in the Garden Tools Library to be borrowed free of charge by any resident of Cheshire County. Items in the Garden Tools Library are the property of Keene Public Library.

Items in the Library of Things were acquired through Keene Public Library’s tax-funded operating budget. Only Keene Public Library cardholders may borrow items from the Library of Things.

### Selection Criteria

The Items acquired for the Library of Things, Garden Tools Library and Outdoor Gear Library Collections will be chosen by the Library based on the needs of the residents of the Keene area. These collections are not intended to be comprehensive or to be continuously used by single individuals.

Additional Items may be considered by the Library for purchase, or acceptance by donation, if the:

- public has requested such Items
- Items are used seasonally or on a limited basis



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- strategic plan supports access to the Items
- Library has the resources (time, storage capabilities, funding, expertise) for purchase and maintenance of the Items, including replacement of parts, maintenance, replacement for wear and tear, time for filling loans and time for insuring completeness and functionality of returned Items.
- supplies for packaging the Items for loan are inexpensive and/or easily available
- expected lifetime of the Items before obsolescence is at least three years
- Items are durable
- Items are easy for a Borrower to use with minimal experience
- Items are considered generally safe to use under normal conditions
- Items have little or no consumable supplies required for their use

### **Borrowing**

Prior to borrowing Items, all Borrowers must sign the Library of Things, Garden Tools and Outdoor Gear Library Terms of Use and Waiver of Liability.

Only adults, at least 18 years of age, are allowed to borrow items from the Library of Things, Garden Tools and Outdoor Gear Collections. Borrowers are to check out Items only for their immediate household's use. Parents/guardians may check out Items for use by their children under 18 years of age.

Residents of Cheshire County who do not live in Keene must show a valid photo ID and register with Keene Public Library in order to borrow Items from the Garden Tools and Outdoor Gear Library Collections. Non-residents are not entitled to borrow other Items from the Library unless they purchase a non-resident library card.

Keene residents must be a Keene Public Library cardholder in good standing in order to borrow Items from the Keene Public Library's Library of Things Collection, Outdoor Gear Library and/or Garden Tool Library.

Library staff are available to assist in explaining the basic operation of an Item but will not provide supervision or complete instructions. The Borrower is responsible for reading or viewing and following the instructions for the Item's proper use and care, compliance with all applicable laws and regulations, and proper transportation of the Item.

Items may be borrowed for one week. Borrowers may request to extend the loan of the item, to the extent that there is no waiting list for said Item. Borrowers may have only three Items on loan at a time. In order to allow access for others, an Item may be borrowed by the same person only three weeks per year.



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Items are to be returned to a Circulation Staff member during open hours and will be preliminarily reviewed in the presence of Borrower to confirm that the Item is complete and undamaged. All contents of the Item's package must be present for the Item to be considered returned. Staff will test/ assemble the Item within 48 business hours. If the Item is damaged beyond normal wear, the Borrower will be billed for reasonable repair or replacement costs of the Item.

A late fee of \$5 per day per Item will be charged for every day KPL is open until the Item is returned. Borrowers with \$10 or more in late or damage fees will be barred from borrowing Items, and other Library Materials if they are KPL cardholders, until their accounts are paid in full. Late fees are capped at the full replacement cost of each late Item. Overdue items are billed at replacement cost when they are one month overdue. The replacement fee of the Item will be made available at the request of the Borrower before borrowing.

The Borrower will be charged if the Item is returned dirty, damaged beyond normal wear and tear, lost or stolen. The Library's Staff are to be the assessors of the condition of Items and will determine fair restitution in part or in total. If an Item is no longer available as a replacement, Staff will assess a fee based on the cost of a similar quality Item.

The Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed Items. No warranties, expressed or implied, including without limitation, suitability, durability, fitness for a particular purpose, condition, or quality is made by the Library, directly or indirectly in connection with the Items. It is the Borrower's responsibility to examine the Item upon receiving it and ascertain that its condition is acceptable and discontinue use of an Item if the Item becomes unsafe or in a state of disrepair and must notify the Library of any issues on return, if not earlier.