

Library of Things Lending Service: The Grand Ledge Area District Library offers useful, non-book objects and items to the public as part of its mission to provide informational, educational, technological, and recreational resources to the community.

I. Access

- A. Borrower must be a GLADL cardholder with an account in good standing.
- B. Borrower must be 18 years or older.
- C. Specialty Items include items such as: laptops, musical instruments, sewing machine. These items can have a replacement cost of over \$200.
- D. To borrow Specialty Items, a borrower must:
 - a Present a valid photo ID at the time of checkout. The address on the ID and in the library records must match.
 - b Complete a Library of Things Lending Agreement.
- E. Borrowers may only have one (1) Specialty Item out at any given time.

II. Lending

- A. Items(s) may be checked out for two (2) weeks and may be renewed once, as long as there are no pending holds or requests for devices.
- B. Borrower must check out and return items directly to a staff member at the Checkout desk and NOT in the drop box.
- C. Borrower and library staff will verify all accessories, if applicable, are present at the time of check out and check in.
- D. Borrower will transport any item safely and will not leave items in a vehicle or expose them to direct sunlight or heat.
- E. Items returned in soiled condition may incur a \$5.00 cleaning/processing fee.
- F. Borrower is responsible for loss, damage, or theft of Thing(s) and/or accessories, if applicable.

III. Responsibilities

- A. Borrower agrees to use and operate all items in compliance with GLADL's policies and manufacturer's recommended guidelines and instructions.
- B. Borrower acknowledges that GLADL is not responsible for any injury, loss, or damage that may occur from use of any item.
- C. Borrower agrees to use care when handling and using any items.
- D. Borrower shall not make any modifications or alterations to any items.
- E. Borrower accepts sole responsibility for any item borrowed, and restitution fees associated with loss, damage, or theft of item and/or accessories, if applicable.

Approved: June 25, 2024



GLADL Library of Things Lending Agreement
Specialty Item

By borrowing an item from GLADL's Library of Things, I agree

- CHECKOUT: A valid government issued ID with picture and current address must be presented at checkout. The address on the ID and in the library records must match. I understand that the GLADL Library of Thing items are available for checkout for 2 weeks by patrons who are 18 years or older.
RETURN: I understand that items must be returned directly to a staff member at the Checkout desk and NOT in the drop box.
TRANSPORT: I understand that items should be transported in a vehicle and safely secured. I will not leave this item in my vehicle or expose it to direct sunlight or heat.
LIABILITY: I will inform library staff immediately if any component of this item become lost, stolen, or broken. I acknowledge that the library is not responsible for any injury, loss, or damage that may occur from use.
COST: I agree to protect the item against loss or damage and agree to pay full repair and/or replacement costs should this item or its components be stolen, lost, not returned, or damaged.
Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provide that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor. Initial here.

Patron's Name: _____

Patron's Signature

Date

Staff - Confirm following information in TLC with picture ID presented by patron

Patron's Address, City, State, Zip: [] Phone number: [] Email: []

State ID/Driver Lic. #: []

Library Card #: _____ Staff initials _____

Item barcode # _____ Due Date: _____