



UPDATED 10/15/25

Name _____

(Last, First)

LIBRARY OF THINGS LENDING GUIDELINES & AGREEMENT

- A valid Buchanan District Library card in good standing & a valid government issued photo ID with a current address is required to borrow a Thing from the Library of Things (LoT) collection. LoT patrons must be at least 18 years old.
- Reciprocal patrons (excluding BCS Student Cards & MeL Visiting Patrons) are eligible to borrow Things from the LoT collection provided all patron criteria for borrowing from the library are met.
- Things must be checked out at the Circulation Desk with a library staff member.
- A valid government issued photo ID with current address must be presented to a library staff member at checkout every time a patron checks out a Thing.
- Things must be returned to a library staff member at the Circulation Desk. Patron must wait while the Thing is checked over by the library staff member.
- Things must be returned to the library in the condition they were in when checked out. This includes cleaning the Thing, charging rechargeable batteries, wrapping cords neatly, & having all parts accounted for. Things not meeting these criteria at check-in will remain on the patron's account until the situation has been resolved.
- Due to the high demand for Things, if a patron violates any part of this agreement more than three times in a 12-month period LoT borrowing privileges may be suspended at the discretion of the LoT Coordinator & Library Director.
- LoT privileges may be immediately suspended should a patron be referred to collections for any Library of Things item. ***See Fees & Responsibility section.***
- When LoT privileges have been suspended, patrons may appeal to the Library Board to request reinstatement of LoT privileges.

Checkout Limits

Checkout periods vary - most Things check out for one week & may be renewed one time unless another patron has reserved the Thing. LoT patrons may only check out two Things at a time per household. Things reserved by LoT patrons will be held for one library business day following their requested date. Things not picked up on time will be reshelved.

High-demand Things check out for three days & are not renewable. Checkout periods & renewals may be adjusted for certain Things due to seasonal or other demand. Exceptions may be made at the discretion of the LoT Coordinator or Library Director.

Fees & Responsibility

- The Thing may only be used & operated in compliance with Buchanan District Library's policies & manufacturer's guidelines.
- Patrons should not make any modifications or repairs to the Thing. All concerns should be addressed with library staff only.
- It is the Patron's responsibility to log out of & delete any digital accounts or media saved on Things including drives, cards, etc.

- It is the Patron’s responsibility to protect the Thing against damage, loss, or theft until it is returned to the library.
- Things are considered Missing when they are overdue by one day. When a Thing has been Missing for 21 days & the value of it exceeds \$25, the Patron’s account will be turned over to a collections agency for the value of the Thing plus an additional \$10 to cover collections agency fees. When a Thing is returned in good condition after it is considered Missing, but before a replacement is purchased, the \$10 collections fee remains on the patron’s account, but the value of the Thing is removed.
- The Patron will be billed for the repair or replacement cost associated with damage or loss of a Thing and/or peripherals as a result of neglect or abuse. General maintenance & consumables like non-rechargeable batteries, blades, etc. are the responsibility of the library.
- Replacement costs for Things are listed in the library’s online catalog. The replacement cost may change depending on availability. A processing fee will be added to the total replacement cost.

Larceny Acknowledgement

Michigan Penal Code, Act 328 of 1931, MCL 750.362 & 750.364, provide that any person who converts for their own use or procures library property shall be guilty of larceny & be prosecuted for a misdemeanor. Initial here._____

I, the undersigned do agree:

- To abide by Buchanan District Library lending guidelines as stated above.
- To pay all fees as stated above.
- To pay replacement costs should the Thing or parts thereof be missing, damaged, or not returned.

In being permitted to borrow the Thing, I hereby voluntarily waive, release, & discharge & covenant not to sue the Buchanan District Library, its respective successors, assignees, officers, agents, employees, & volunteers (hereafter referred to as “Releasees”) from any & all claims, actions or demands of any kind, nature & description, including claims or actions for damages for death, personal injury, or property damage & from any & all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Thing.

This is a legally binding Release, Waiver, Discharge & Covenant Not to Sue (collectively, “Release”), made voluntarily by me, the undersigned Releasor, on my own behalf, & on behalf of my heirs, executors, administrators, legal representatives & assigns.

PATRON NAME (PRINTED)

PATRON SIGNATURE

DATE (MM/DD/YYYY)

STAFF INITIALS