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LIBRARY DIRECTOR

## Library of Things Policy

Adopted by the Plainedge Public Library Board of Trustees on June 21, 2021

Amended by the Board on July 6, 2022

The Plainedge Public Library offers a *“Library of Things”* collection as a part of its circulating collection. A *“Library of Things”* item may be checked out by any Plainedge Public Library cardholder, whose card is in good standing, and is over the age of 18. All borrowers must sign a Library of Things User Agreement form or have one on file before being allowed to check one out.

Each *“Library of Things”* item circulates in a bag, along with a list of associated parts, if extra parts exist, instruction manual, and a copy of this policy. The user is responsible for returning all of these materials with its associated parts in good condition. The user will be responsible for the cost of repair or replacement of the item or its parts if it is lost or returned damaged.

**Eligibility:** Person reserving a *“Library of Things”* item must be a Plainedge resident, 18 years of age or older, with a valid Plainedge Public Library card in good standing.

**Availability:** Reservation for *“Library of Things”* items will be made on a first-come, first served basis. Reservations may be made either online, by phone or in person at the Library.

**Loan Period:** *“Library of Things”* items are checked out for a seven-day period (with no renewal); The one exception are the blood pressure cuffs, which will circulate for 28 days. There is a limit of one item at a time. The same item cannot be borrowed more than once in a month.

**Returns:** *“Library of Things”* items must be returned inside the Plainedge Public Library only. Some *“Library of Things”* items are fragile pieces of equipment. If it is put in the book drop, it may become damaged as other items are returned. Returns via the book drop will result in a \$10.00 fee.

**Cancellation:** Reservations may be canceled or rescheduled online, by telephone or in person. Please call the Library if canceling within 24 hours of reservation date.

**Late Fines:** There will be a \$10.00 per day charge if the *“Library of Things”* item is returned late, up to the cost of a new identical replacement item.

**Lost or damaged Library of Things item:** The charge for a lost *“Library of Things”* is defined during library purchase and recorded in our circulation system. Some items have independent parts that make up the whole *“Library of Things”* checkout, which will be charged accordingly, related to the

replacement cost of such damaged or missing part. These charges will be confirmed by the Library Director not to exceed the price of the full cost of a new item.