

Burnham Memorial Library
Colchester, VT

“LIBRARY OF THINGS” LENDING POLICY

The Burnham Memorial Library is fortunate to offer a number of items for loan that might be considered non-traditional. This includes but is not limited to Book Club Kits, technology equipment, Launchpads, Yoto players, Maker Kits, and other items that are part of our Library of Things. The requirements for each are slightly different and are detailed below. A signed agreement detailing patron responsibilities is required to borrow any of these materials. We hope you enjoy your time with this non-traditional library item! Let us know if you have suggestions for additional things that can be added to our collection.

Book Club Kits

- any patron at least 18 years of age in good standing
- check out for 6 weeks
- limit 2 kits per patron
- average replacement cost of kit \$150.00

Technology equipment including data projectors, laptops, screens, speaker, accessories

- any Colchester resident at least 18 years of age in good standing
- check out for 3 days
- average replacement cost of item is \$350.00

Launchpads

- any Homecard patron at least 18 years of age in good standing
- check out for 2 weeks
- \$1.00 per day late fine
- average replacement cost of Launchpad \$150.00 (\$20.00 case, \$10.00 charging cord)

Yoto players and cards

- any Colchester resident at least 16 years of age in good standing
- check out for 2 weeks
- limit 2 card collections per patron
- maximum replacement cost \$120

Maker Kits

- any Colchester resident at least 16 years of age in good standing
- check out for 2 weeks
- \$0.50 per day late fine
- maximum replacement cost \$268.00

Library of Things (not previously mentioned)

- any patron at least 18 years of age in good standing
- check out for 2 weeks
- maximum replacement cost \$200.00

Due to limited supply, renewals of these items are not currently available.

Borrowers must sign this agreement and confirm their contact information at the time of checkout. Staff will make a copy of this signed agreement to be given to the borrower, with a digital copy of the original being kept on file with the patron's circulation information.

I _____, take full responsibility for the Non-Traditional Item(s) I am borrowing; this includes the replacement costs of included items detailed on the inventory sheet if the item is lost, stolen, or broken while in my care. I will pay the full replacement fee if I fail to return the item, or it is found in an unusable condition (to be determined by the Library Director).

If the item is more than 28 days overdue and I do not return it, I understand that I will be held responsible for the cost to replace the item if I don't return it within three business days of being notified.

I understand that the item must be returned inside the library directly to a staff member. The item may not be returned to one of the drop boxes. If I return the item in a drop box, I will be charged a \$25.00 minimum fee for unnecessary risk to the item.

Borrower Signature: _____

Proper Care & Use:

- As with any equipment, use care when handling. Do not expose to water or excessive temperatures.
- Please ask Library Staff for assistance if you do not know how to operate the device.
- Do not leave the device on the Service Desk if a Staff Member is not present.
- Any damage will be noted on your record and billed accordingly.
- If lost or returned in nonworking order, your library account will be restricted until the replacement fee is paid in full.

I understand and agree to these rules for use:

Signature: _____ Date: _____

Approved by the Burnham Library Board of Trustees: January 16, 2025