

Library of Things Lending Policy

1. Library of Things (LOT) is defined as items cataloged that are not reading material (books, magazines, audio/visual items). These may include kits and physical items available for checkout by patrons.
2. LOT can be checked out by an established Bethlehem Public Library card holder who is 18 years of age or older AND in good standing (no outstanding fines, fees, or overdue items). The patron must present current proof of address (i.e., a driver's license or current utility bill) and sign a new Lending Agreement each time the LOT is borrowed. The Library will make and keep a copy of the patron's proof of address along with the signed LOT Lending Agreement.
3. The LOT can be checked out for a maximum of one week with no renewal and must be given directly to library staff when returned. DO NOT leave the LOT outside of the library or leave it unattended at the library's circulation desk. If the LOT is left unattended outside of the library, the patron will be charged a \$25 fee for unnecessary risk to the item.
4. The LOT cannot be renewed. If there isn't a waiting list for the LOT upon return, the returning patron may re-check out the LOT (with new agreement signed) after staff have conducted the full check-in process.
5. The Lending Agreement will include a detailed list of all items in the LOT and the value. If the LOT is not returned in the same condition, a fee will be determined by the Library based on the cost of repair or replacement. Any missing items will result in charges to the patron.
6. The LOT may not be assigned or sublet to any other person. The LOT is the responsibility of the person who signs the LOT Lending Agreement and Liability Waiver.
7. LOT may be reserved by calling the library at 603-869-2409; emailing the library at lcclerkin@bethlehemlibrary.org; or going into the library catalog via our website: www.bethlehemlibrary.org.

Adopted: 5/12/2014

Revised and affirmed: 11/13/2023

LOT Lending Agreement and Liability Waiver

I, _____, have read the Bethlehem Public Library LOT Lending Policy and take full responsibility for the LOT I am checking out.

By signing this Agreement, I am waiving any and all claims for myself and for anyone who I allow to use the LOT. I relinquish any and all claims against the Bethlehem Public Library, its Trustees and employees, and the Town of Bethlehem, its officers, agents, and employees, for any and all personal and property damage that may arise from using this Kit.

I agree that the LOT is in working order at the time I am checking it out. User Initials _____

Signature of Patron & Library Card Number

Checkout Date

Staff: Staple Copy of ID to this form and give patron a signed copy of both pages