

Thomas Memorial Library
Library of Things (LoT) Collection Development and Borrowing Policy

Introduction

The Library of Things (LoT) is a circulating collection of non-traditional items designed to complement the library's mission to connect people, information, and ideas, enrich lives, and foster community engagement. The LoT aims to provide access to resources that community members may not otherwise have, promote experiential learning, reduce waste and consumption, and encourage creativity.

Collection Scope

The LoT may include, but is not limited to, items such as:

- Arts & Crafts tools and materials
- Electronics
- Outdoor recreation equipment
- Home improvement tools
- Science equipment
- Health and wellness devices
- Musical instruments
- Toys & Games
- Assistive devices

The LoT collection is not intended to be comprehensive and is subject to limitations including storage space, budget, and staff resources. Items may be located in the Children's or Adult collections based on intended use and safety requirements.

Collection Development

Selection Criteria

Materials for the LoT will be selected based on the following criteria:

- Alignment with the library's mission and strategic goals.
- Community interest and demand.
- Accessibility and potential benefit to patrons.
- Cost and budget considerations.
- Storage space availability.
- Safety and ease of use.
- Maintenance and replacement requirements.
- Availability of instructions or ability to create them.
- Durability and potential for wear and tear.

- Consumer reviews and reliability.

Acquisition of Materials

- Library staff will select materials based on the above criteria and community input.
- Purchase suggestions from patrons will be considered and evaluated for addition based on selection criteria.
- Donated items will be evaluated based on the same criteria and must be in usable condition. Donations require prior authorization from library administration.

Collection Maintenance and Evaluation

- The LoT collection will be regularly reviewed and evaluated for popularity, circulation, and condition.
- Items that are not circulating or are deemed no longer useful will be withdrawn from the collection.
- Popular items may be replaced due to wear and tear when budget and space allow.

Library's Use of Things

- The library reserves the right to temporarily remove items from circulation for repair, maintenance, or use in library programs and workshops.
- LoT items are generally not available for Interlibrary Loan.

Borrowing and Usage Guidelines

Eligibility

- Borrowers must have a valid Thomas Memorial Library library card in good standing.
- For some items, borrowers must be 18 years or older due to safety concerns
- Some items may require the borrower to read informational material and/or sign a use agreement prior to borrowing.

Loan Periods and Limits

- Loan periods will be determined by library staff and may vary depending on the item.
- Limits on the number of items borrowed per household may apply.
- Items may be renewable at the discretion of library staff depending on the item.

Reservations

- Holds may not be available through the online catalog system.
- Reservations for specific dates may be possible by contacting the library.

Return of Items

- Items must be returned to the circulation desk during library hours.

- Items must not be returned in the book drop.
- Items must be returned intact, clean, in working order, and with all accessories.

Liability

- Borrowers are responsible for the care of the items and any damage, loss, or missing parts.
- Borrowers may be charged for repair or replacement costs.
- The library is not responsible for any damage, injury, or loss that may occur while a borrower is using an item from the LoT.
- A liability waiver may be required.

Review and Amendments

Drafted: March, 2025

Voted for recommendation of approval by the TML Committee on: April 17, 2025

Adopted by the Town Council Effective Date: May 12, 2025

Policy Review: This policy shall be reviewed at least every 2 years