



Osterhout Free Library  
71 S. Franklin Street  
Wilkes-Barre, PA 18701

## **Osterhout Free Library Library of Things Circulation Policy and Procedure**

### Borrowing Policy

Library of Things items may be borrowed for 1 week, and may be renewed twice, each time for one additional week. The only exception is adult puzzles which may be borrowed for 3 weeks, and may be renewed twice, each time for three additional weeks. If an item is on hold for another patron, it cannot be renewed. Two Library of Things items may be checked out at a time per card holder.

Library of Things items may be put on hold through the online catalog by patrons or by staff members on the patron's behalf. They will be held for 3 days for pickup. They cannot be requested through inter-library loan.

Library of Things items must be picked up and returned at the Osterhout Free Library and must be handed directly to a staff member. Staff will check the item to ensure all contents are present and that the item is not damaged. If an item is returned damaged or with missing pieces, the appropriate replacement charges will be applied and the patron will be notified. A \$10.00 fee will be applied if returned in an outside or inside bookdrop or at another library. Overdue fines are \$1.00 per day.

The borrower is the sole individual responsible for the appropriate and safe use of the item as well as any injuries that occur due to the item.

### Replacement Charges

Borrowers are responsible for losing or damaging Library of Things items and accompanying accessories. Staff checks for damage and missing pieces during every check in. If an item is damaged or missing pieces upon check in, the last user to borrow the item will be charged the replacement cost. If the entire item needs to be replaced and re-cataloged, a \$10.00 processing fee will be applied.

Replacement costs and disclaimers for each item can be found with the item as well as in a binder at the circulation desk. The Osterhout Free Library acknowledges that items experience normal wear and tear. Therefore, it is up to the Adult Services Coordinators if replacement costs are appropriate.

### Library of Things: Valuable Items

Items in the Library of Things collection that are deemed fragile or difficult to replace, either physically or financially, can only be checked out to a LCLS card holder who is 18 years of age or older. The borrower must present his/her library card, valid photo ID, and proof of current address if it is not correct on his/her ID at the time of check out. The borrower must also read and sign the Library of Things Lending Agreement. The Osterhout Free Library may require more steps or refundable down payments for items deemed particularly fragile or difficult to replace. Only one item from the Library of Things: Valuable Items collection may be checked out at a time per card holder.