



Overseas Free Library
15 W. Franklin Street
Baltimore, MD 21201

Overseas Free Library

Library of Things Circulation Policy and Procedure

Borrowing Policy

Library of Things items may be borrowed for one week, and may be renewed twice, each time for one additional week. The only exception is adult journals which may be borrowed for three 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. Valuable items may be put on hold by contacting the library and requesting the item. They will be held for 7 days for pickup. They cannot be requested through inter library loan.

Library of Things items must be picked up and returned at the Overseas Free Library and must be handled 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 to an outside or inside book drop 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 fee used 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 Overseas 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 LITLS cardholder who is 18 years of age or older. The borrower must present holder library card, valid photo ID, and proof of current address if it is not correct on holder ID at the time of check out. It is required that a photocopy of the presented photo ID is made by staff. The borrower must also read and sign the Library of Things Lending Agreement. The Overseas Free Library may require additional steps, refundable down payments or credit/debit cards to be on file for items deemed particularly expensive, 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.