

Belmont Literary and Historical Society Free Library Library of Things Policy

Purpose

The Belmont Literary and Historical Society Free Library's Library of Things (LoT) collection provides access to nontraditional items that encourage recreation, learning, and practical skill-building. By offering equipment, kits, and materials for borrowing, the Library supports community resource sharing and equitable access to items that may be costly or infrequently used. This collection aligns with the Library's mission to enrich lives, foster curiosity, and strengthen our community.

Scope of the Collection

The Library of Things may include, but is not limited to:

- Outdoor recreation and sports equipment
- Educational and STEM kits
- Museum and event passes

The collection will evolve based on community interest, available budget, and storage capacity.

Eligibility and Borrowing

- Borrowers must be 18 years of age or older and hold a valid Southern Tier Library System (STLS) card, at least sixty (60) days old and in good standing.
- Holders of temporary cards are not eligible to borrow from the Library of Things.
- A borrower may check out a maximum of two (2) items at a time. (Some exceptions apply, for example a patron can borrow all four disc golf nets and both sets of discs)
- The loan period for most items is seven (7) days.
- Items may not be renewed or placed on hold through the library catalog system if it is in high demand or requires maintenance.
- Items must be picked up and returned in person, during open hours, at the Belmont Free Library. Library of Things items are not eligible for interlibrary loan or delivery between STLS libraries.

Borrower Responsibility

Borrowers are responsible for:

- Reviewing and signing the Library of Things Borrowing Agreement at each checkout.
- Report any damage, missing parts, or malfunctions upon return.
- Returning items **clean, complete, and in the same condition as when borrowed**, normal wear and tear excepted. Items not returned clean will incur a \$5.00 cleaning fee.

- Paying any applicable replacement or repair costs if items are lost, damaged, or returned incomplete.
- Item replacement costs are listed on each item's pink checkout tag. Borrowers are responsible for the purchase or replacement cost, whichever is greater. Borrowers may NOT provide their own replacement for a lost or damaged item.
- Borrower is solely responsible for using the item in a safe and proper manner, and that they will use the item in accordance with applicable instructions. Library will not provide any instructions on the proper use of the items.

Failure to comply may result in suspension of borrowing privileges.

Liability

The Belmont Literary and Historical Society Free Library is not responsible for any injury, damage, or loss that occurs through a borrower's use or misuse of a Library of Things item. Borrowers assume full responsibility for the safe and proper use of borrowed items. Full waiver and indemnification terms are set out in the Library of Things Borrowing Agreement, which must be signed at each checkout.

Care and Maintenance

Library staff will:

- Inspect items prior to and upon return from circulation.
- Provide basic operating instructions when available.
- Retire or replace items as needed for safety, relevance, or condition.

Staff does NOT sanitize items upon return.

Record Retention

Signed Library of Things Borrowing Agreements will be retained by the Library for one (1) year from the date of checkout.

Donations and Suggestions

The Library welcomes community suggestions for new items to include in the collection. Donations of gently used items may be accepted at staff discretion, depending on safety, condition, space, and suitability for lending. All donations should be approved by the Library Director.

Policy Review

This policy will be reviewed periodically by the Library Director and Board of Trustees to ensure it continues to meet community needs and aligns with library goals.

Library Board of Trustees Approved: August 20th 2026