

## **Circulation Policy: Library of Things, Calculators, and Hotspots**

### **1. Library of Things.**

#### **a. Guidelines for Borrowing and Use**

- i.** Library patrons assume all responsibility when using a Makerspace Kit, Vitality Pack, Boovie Bag, Binge Box, and/or Games-to-Go. The library is not responsible for any accidents involving the Kits.
- ii.** These items can only be checked out from and returned to staff at the circulation desk. They cannot be returned in the book drop. A \$5 fine will be imposed for any kits returned in the book drop.
- iii.** Borrowing is restricted to Lakeland Library Cooperative residents who hold a valid library card issued from their library of residence. These kits may not be placed on hold and may not be sent through transit to another library. They may only be checked out from and returned to Dorr Township Library.
- iv.** A valid library card must be presented every time a patron checks out one of the items. Borrowers may only use their own card.
- v.** Borrowing ages.
  1. Makerspace kits: Borrowers must be at least 15 years old. Parents or legal guardians may check out Makerspace Kits for patrons under 15; the adult assumes responsibility for the kit and any liability in using the kit.
  2. Boovie Bags, Binge Boxes, and Games-to-Go: Borrowers may be of any age to check out these items. Parents/Guardians are responsible for reviewing the contents of the items their children might check out.
- vi.** Borrowers must read, understand, and sign the borrowing agreement in the presence of a library staff member.

#### **b. Circulation Rules**

- i.** Makerspace Kits and Boovie Bags circulate for 3 weeks and can be renewed.
- ii.** Binge Boxes and Games-to-Go circulate for 1 week and can be renewed.
- iii.** Borrowers may not alter software or settings or add or remove anything from the Kit. Some Makerspace Kits will come with additional consumable material such as yarn which need not be returned to the library. Games-to-Go must be returned with all game items listed on the container.

**c. Fines and Liability**

- i.** There are no fines for items returned late. However, if an item exceeds the due date by 30 days, the borrower will be sent a bill for the replacement cost for each “Library of Things” item checked out.
- ii.** The borrower must pay replacement costs for damaged or lost Kits or accessories. Replacement values vary per Kit and may include but are not limited to any of the following: the device, power cord, case, tool set, pouch for circulating and tag, individual tools, instructions, etc.

**d. Proper Care and Use**

- i.** Some Makerspace Kits include electronic devices. As with all electronic devices, patrons are advised to use care when handling. Screens will break if dropped onto hard surfaces and internal mechanisms may be damaged. If damage is detected, you will be charged to replace the unit.
- ii.** Keep kits in the condition you checked them out in. Clean Makerspace tools if needed before returning to the library.
- iii.** Boovie Bags and Binge boxes contain discs that are to be handled with care. Please make sure all materials listed on the containers are returned.
- iv.** Makerspace Kits and Games-to-Go contain multiple pieces/tools. Please make sure all materials listed on the containers are returned and in good condition.

## **“Library of Things” Lending and Using Agreement**

I agree:

- To follow the lending guidelines stated above.
- To pay full replacement costs for Makerspace Kits or accessories, Boovie Bags, Binge Boxes and Games-to-Go that are lost, stolen, or returned damaged.

I have read the entire document and my signature indicates my agreement to abide by the lending policy.

Item to be checked out:

- Makerspace Kit
- Boovie Bag
- Games-to-Go
- Binge Box
- Vitality Pack

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_

“Library of Things” Barcode: \_\_\_\_\_

## 2. Calculators

### a. Guidelines for Borrowing and Use

- i. Patrons must be 13 years of age or older
- ii. Patrons must read, understand, and sign the Calculator Borrowing Agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a calculator is checked out.
- iii. Patrons must have a Dorr Township Library card and must be in good standing with fines and fees below \$10.
- iv. Patrons must present a valid photo ID/school ID at the time of checkout.
- v. Calculators must be returned at the Circulation Desk. The calculator and cord should be placed within the nylon case.
- vi. Calculators may be placed on hold by one patron per household.

### b. Circulation Rules

- i. Calculators may be checked out for three (3) weeks.
- ii. If there are no holds, calculators can be renewed up to 2 times.

### c. Fines and Liability

- i. The patron is responsible for costs associated with loss or damage of the calculator and/or peripherals.
- ii. A calculator device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. If the device is returned, the billing cost will be dropped.
- iii. Do NOT return calculator in the dropbox OR to another library. Doing so will result in a \$10 charge.
- iv. Calculators are checked for condition before checking out and before checking in. If damage is detected that occurred while the calculator was in the patron's possession, the patron will be charged to replace the unit.

### d. Proper Care and Use

- i. Patrons are advised to use care with electronic items when handling. Dropping onto hard surfaces may result in damage to internal mechanisms.
- ii. Please keep the calculator away from liquids.
- iii. Any tampering, modifying, or disassembling of the calculator is a violation of the Borrowing Agreement and is not permitted.
- iv. The calculators should be kept in a temperature-controlled environment. DO NOT leave them in your car.



## Dorr Township Library

### Calculator Borrowing Agreement

- Patrons **must** be 13 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a calculator is checked out.
- Patrons **must** have a Dorr Township Library card and **must** be in good standing with fines and fees below \$10.
- Patrons **must** present a valid photo ID/school ID at the time of checkout.
- Calculators **must** be returned at the Circulation Desk. The calculator and cord should be placed within the nylon case.
- Calculators may be checked out for three (3) weeks. If there are no holds, hotspots can be renewed up to 2 times.
- **Overdue Calculators will be charged replacement value on patron's card.**
- **Do NOT return calculator in the dropbox OR to another library. Doing so will result in a \$10 charge.**
- Calculators may be placed on hold by one patron per household.

#### Please initial:

I understand that any tampering, modifying, or disassembling of the calculator is a violation of the Borrowing Agreement and is not permitted.

**I understand that I MUST return the calculator AT the library from which it was checked out!**

<b>Calculator REPLACEMENT COSTS due to loss or damage:</b> <ul style="list-style-type: none"> <li>• TI-Nspire CX II - \$130.00</li> <li>• Neoprene storage case - \$10.00</li> <li>• Charging cable - \$5.00</li> <li>• <b>TOTAL REPLACEMENT COST: \$145.00</b></li> </ul>
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#### Fines and Liability

- The calculators should be kept in a temperature-controlled environment. **DO NOT** leave it in your car.
- The patron is responsible for costs associated with loss or damage of the calculator and/or peripherals.
- A calculator device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. *If the device is returned, the billing cost will be dropped.*

By signing this Borrowing Agreement, I confirm that I have read and agree to all of the above terms.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Patron Barcode: \_\_\_\_\_ Form of ID Provided: \_\_\_\_\_

Calculator Number: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*Policy subject to change without notice at any time. Patron is still required to comply with all policies regardless of any changes.*

### **3. Hotspots**

#### **a. Guidelines for Borrowing and Use**

- i.** Patrons must be 18 years of age or older and must read, understand.
- ii.** Patrons must sign the Mobile Hotspot Borrowing Agreement at the Circulation Desk in the presence of Dorr Township Library Staff each time a Mobile Hotspot is checked out.
- iii.** Patrons must have a Dorr Township Library card and must be in good standing with fines and fees below \$10.
- iv.** Patrons must present a valid photo ID at the time of checkout.
- v.** Mobile Hotspots must be returned at the Circulation Desk. The hotspot device should be placed within the nylon case and all components should be placed within the plastic case, including original instructions and completed survey
- vi.** Patrons may only check out one (1) hotspot per household at a time.
- vii.** Hotspots may be placed on hold by one patron per household.
- viii.** Due to high demand, patrons must wait one (1) week after returning a hotspot to check out another.

#### **b. Circulation Rules**

- i.** Mobile Hotspots may be checked out for one (1) week. If there are no holds, hotspots can be renewed up to 1 time(s).
- ii.** Overdue Mobile Hotspots will be deactivated within five (5) days.

#### **c. Fines and Liability**

- i.** Patrons are responsible for internet access performed by minors.
- ii.** As the internet and related technologies have inherent security risks, the Library does not guarantee the safety or integrity of any information sent or received using the Mobile Hotspot.
- iii.** The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals.
- iv.** A Mobile Hotspot device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. Due to increased risk of damage or tampering, the device cannot be returned at this point.
- v.** Do NOT return hotspot in the dropbox. Doing so will result in a \$10 charge.

#### **d. Proper Care and Use**

- i.** Patrons are advised to use care with electronic items when handling. Dropping onto hard surfaces may result in damage to internal mechanisms.
- ii.** Please keep the hotspot device away from liquids.
- iii.** Any tampering, modifying, or disassembling of the Mobile Hotspot is a violation of the Borrowing Agreement and is not permitted.
- iv.** The Mobile Hotspot should be kept in a temperature-controlled environment. DO NOT leave it in your car.



## Dorr Township Library

### Mobile Hotspot Borrowing Agreement

- Patrons **must** be 18 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a Mobile Hotspot is checked out.
- Patrons **must** have a Dorr Township Library card and **must** be in good standing with fines and fees below \$10.
- Patrons **must** present a valid photo ID at the time of checkout.
- Mobile Hotspots **must** be returned at the Circulation Desk. The hotspot device should be placed within the nylon case and all components should be placed within the plastic case, including original instructions and completed survey
- Mobile Hotspots may be checked out for one (1) week. If there are no holds, hotspots can be renewed up to 1 time(s).
- **Overdue Mobile Hotspots will be deactivated within five (5) days.**
- The Mobile Hotspot can provide Wi-Fi Internet access for up to fifteen (15) devices simultaneously.
- **Patrons are responsible for internet access performed by minors.**
- Patrons may only checkout one (1) hotspot per household at a time.
- **Do NOT return hotspot in the dropbox. Doing so will result in a \$10 charge.**
- Hotspots may be placed on hold by one patron per household. Due to potential high demand, patrons must wait one (1) week after returning a hotspot to check out another.

#### Please initial:

\_\_\_\_\_ I understand that the reliability and quality of the internet connection provided by the Mobile Hotspot **are not** guaranteed by the Library.

\_\_\_\_\_ I understand that the internet and related technologies have inherent security risks, and that the Library does not guarantee the safety or integrity of any information sent or received using the Mobile Hotspot.

\_\_\_\_\_ I understand that any tampering, modifying, or disassembling of the Mobile Hotspot is a violation of the Borrowing Agreement and is not permitted.

\_\_\_\_\_ I understand that I **MUST** return the hotspot **AT** the library from which it was checked out!

#### Fines and Liability

- The Mobile Hotspot should be kept in a temperature-controlled environment. **DO NOT** leave it in your car.
- The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals.
- A Mobile Hotspot device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. *The device cannot be returned at this point.*

Mobile Hotspot REPLACEMENT COSTS due to loss or damage:	
•	Mobile Hotspot Unit: \$84
•	Power Cord/Adapter: \$10
•	Plastic Case: \$10
•	Nylon Case: \$8
•	30 days of service: \$30
•	<b>TOTAL REPLACEMENT COST: \$142.00</b>



By signing this Borrowing Agreement, I confirm that I have read and agree to all of the above terms.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Patron Barcode: \_\_\_\_\_ Form of ID Provided: \_\_\_\_\_

Hotspot Number: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*Policy subject to change without notice at any time. Patron is still required to comply with all policies regardless of any changes.*

Approved by Dorr Township Library Board August 21, 2023.