



Port Hope Public Library : Library of Things Lending Agreement and Guidelines

1. Guidelines for Borrowing and Returning

- Seven (7) day loan period (or negotiated on a case by case basis) to a patron who is 18 or over with a Port Hope Public Library card in good standing.
- The items in the Library of Things are non-renewable. If not available, patrons may place a hold on an item. Things must be picked and returned to the Hub Branch in Canton.
- Items are only checked out and checked back in during opening hours at the Port Hope Community Hub branch in Canton with a Library staff member
- Patrons and Library Staff sign and date this Agreement and Guidelines, check against the parts list for the item.

2. Proper Use and Returning of items in Library of Things

- Patrons will review any manuals, training videos, or guides for proper care and use of items included in the item.
- The item and accompanying parts must be clean and in good condition upon return. Do NOT use bleach to clean our items. Use only a gentle soap, with water, and wipe down.

3. What are the Fines and Liability?

- A replacement fine of \$25 will be applied if the item is NOT returned inside the Branch during opening hours at the Port Hope Community Hub in Canton.
- If the items are damaged, stolen or lost, patrons will be charged the cost of replacement which varies from \$20. To \$300.

4. Check Parts/Instructions

Library Staff and patrons will check off all parts that are present, or missing, before check-out and before checking back in.

- Both Library Staff and patrons will sign the form at check-out and checkin.
- At return, if a part is missing, circle the part name, and notify your supervisor and do not check-in the item.
- The cost of replacement will be the responsibility of the patron and they will be contacted and billed.

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