



Library of Things Lending Guidelines

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.
- 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 will complete the Library of Things Lending Agreement prior to borrowing and upon return.

Proper Use and Care 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.
- Any damaged or missing parts are the responsibility of the borrower as per the Lending Agreement.

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, the borrower will be charged the cost of replacement which varies from \$20 to \$300.

Check Parts & Instructions

- Library Staff and Patrons will confirm all parts are present and in good condition prior to checkout.
- Library Staff and Patrons will review parts and condition upon return.
- Lending Agreement to be completed at time of check-out and at check-in.
- At return, if a part is missing, circle the part name, and notify Library Manager 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 accordingly.

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