



ESSEX LIBRARY
ASSOCIATION

A Member Supported Not for Profit Organization

Library of Things Guidelines for Borrowing and Use

- Patrons must be age 18 or over to borrow tools and equipment from the Essex Library Association's Library of Things ("Library").
- The Borrower must have a valid ELA card and no outstanding fines over \$50.
- Prior to borrowing a Thing, all patrons must sign this agreement.
- Only the Borrower is authorized to use the Thing. The Borrower shall not permit the use of items checked out to him/her by any other person unless by the express permission of the Library.
- Things may be checked out for 3 weeks at a time.
- Tools and equipment may be reserved by Essex residents in advance using the Library's online catalog. Patrons will be notified when reserved tools and equipment become available and have 1 week to pick them up. The Library reserves the right to make exceptions to this policy due to special circumstances.
- Patrons may renew Things once. The Library reserves the right to make exceptions to this policy due to special circumstances.
- Things must be returned to the Circulation Desk at the Essex Library. Items may only be returned during the Library's open hours, and may not be returned in the book drop.
- Fines will be charged on a daily basis for Things not returned on time.
 - Borrower will be charged \$1 a day for any overdue Thing. Late fees will accrue for 10 days.
- The Library reserves the right to refuse the loan of any item at its discretion.
- By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner and for the item's intended use as recommended by the manufacturer.
- The Borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse.
- Return the Thing with all parts, components, and accessories in the same condition as they were issued, barring normal wear and tear. All Things must be returned clean.
- The Borrower will not make any modifications or alterations to the Thing.
- The Borrower agrees that if any Thing becomes unsafe or in a state of disrepair, they must immediately discontinue use of the Thing and notify the Library of the issue on return, if not earlier.
- The Patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools and equipment.



ESSEX LIBRARY
ASSOCIATION

A Member Supported Not for Profit Organization



ESSEX LIBRARY
ASSOCIATION

A Member Supported Not for Profit Organization

**Essex Library Association Library of Things
Borrower's Agreement & Use Policy**

I state that I have read and fully understand the Library of Things Guidelines for Borrowing and Use Policy of the Essex Library Association, and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read and signed a Waiver and Indemnification form, relinquishing any and all claims against The Essex Library Association.

Signature: _____ **Date:** ____/____/____

Name (print): _____



ESSEX LIBRARY
ASSOCIATION

A Member Supported Not for Profit Organization

**Essex Library Association Library of Things
Waiver and Indemnification Form**

The tools and equipment in our Library of Things collection are for use by library patrons with a valid Connecticut public library card, in good standing.

I, _____ (print name), state that I am capable and experienced in using the tools and equipment I am borrowing, and that I will use the tools I am borrowing in a proper manner.

I, _____ (print name), do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools and equipment, waive any and all claims against the Essex Library Association, its officers, agents, and employees for any injury or injuries of any nature that I may suffer or incur in the use of the tools and equipment that I am borrowing from the Essex Library Association.

I, _____ (print name), hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless the Essex Library Association, its officers, agents, and employees from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of tools I am borrowing from the Essex Library Association. I am aware that the Essex Library Association, its partners, directors, officers, members, and employees claim no expertise and make no representation concerning the fitness of any tool for any particular use.

I affirm that I have read and fully understand the Library of Things Borrower's Agreement & Use Policy of The Essex Library Association and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read and understand this Waiver and Indemnification form, relinquishing any and all claims against the Essex Library Association, its officers, agents, and employees.

Signature: _____ **Date:** ____ / ____ / ____