

Library of Things Circulation Policy and User Agreement

Tinley Park Public Library cardholders with an account in good standing may check out Library of Things items for a loan period of 3 weeks (21 days). Library of Things items are limited to Tinley Park Public Library patrons in good standing who are 18 years old or older.

Limits and Availability

- Library of Things items can be checked out by patrons 18 years of age or older who are in good standing with the Library and who have a valid Tinley Park Public Library card.
- Patrons may only borrow five Library of Things items at a time, with no more than one of these items being a technology device.
- Patrons must present their Tinley Park Public Library card and photo ID when checking out technology devices.

Fines and Liability

- The borrower assumes all liability for the cost of repair or replacement in the event of loss, theft, damage, negligence, misuse, or operation contrary to the instructions supplied with the item.
- Late fees for Library of Things items are \$1.00 per day, not to exceed the cost of the item.
- The borrower's checkout privileges may be suspended if the borrower violates this Library of Things Circulation Policy and User Agreement in any way.

Troubleshooting & Questions

- Questions and troubleshooting issues should be directed to the Adult Services Desk at 708.532.0160, x1.
- The borrower will be held financially responsible for any damage to an item if they try to troubleshoot problems without guidance from Library staff.

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Terms and Conditions

By checking out a Library of Things item, Library patrons agree to the following terms and conditions:

- I will immediately inspect the item upon checkout and agree that it is in good condition.
- I agree to return the item to the Library by the due date and hand it to a Circulation Staff member at the Checkout Desk.
- I understand that I must return the item by or before the due date or late fees will accrue.
- I agree to call and inform Library staff immediately if the item is damaged, lost, stolen, or malfunctioning.
- I agree to accept full financial responsibility for failure to return the item and accompanying equipment, and any damage incurred to the item through abuse, misuse, or operation contrary to the instructions supplied with the item while it is in my care.

Terms and conditions for Library of Things technology devices:

- I understand that it is my responsibility to log out of any applications and remove personal data from the device prior to returning; all of my stored data will be erased upon check-in at the Library. The Library will not be held responsible for any questionable content viewed or accessed on Library of Things technology devices.
- I will observe the policies specified in Tinley Park Public Library's Internet Access and Computer Use policy and in this Library of Things Circulation Policy. I have read these policies, and I understand that violation of these policies may result in revocation of my library privileges.
- All applications are preloaded onto Library of Things technology devices before being checked out. Staff are unable to provide login credentials to patrons. Patrons must bring the device back to the library for troubleshooting.
- I understand that my personal information is not being synchronized, shared, or distributed with any other technology device, library staff member, or member of the public.
- The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the Library of Things technology devices to other electronic devices, or data loss resulting from use of Library of Things technology devices. Any use of the device for illegal purposes is strictly prohibited, including unauthorized reproduction of copyright-protected material in any format, or creation and transmission of threatening, harassing, defamatory, or obscene materials.
- Patrons may not alter, delete, or copy any software loaded on Tinley Park Public Library's equipment or otherwise alter its existing configuration.

Library of Things User Agreement

I acknowledge receipt of this Library of Things Circulation Policy, have read the policy, and agree to the terms set forth herein.

Name: _____
(First) *(Last)*

Patron Card #: _____

Signature: _____

Date: _____

Approved 3/22/2023
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