

## **Beverly Public Library Library of Things Guidelines**

Patrons who borrow items from the Library of Things (LoT) collection agree to abide by the Beverly Public Library's Library of Things guidelines.

- Items must be checked out and returned to one of our service desks. Items CANNOT be returned in the book drop.
- Use care when handling LoT items. The borrower is solely responsible for LoT items and will be billed for reasonable repair or replacement costs associated with any damage or loss. The library has sole discretion in making these decisions.
- The Beverly Public Library is not responsible for any injury, loss, or damage that may occur from the use of LoT items.
- The library's professional staff will select materials based on the needs of library patrons. Due to limited storage space and the staff time necessary to evaluate, test and maintain each LoT, the library can accept only a limited number of donations. The library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as materials acquired for purchase.
- Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

This collection is generously funded by the Ebenezer Ray Library Trust Fund and The Friends of the Beverly Public Library.