

Clarence Public Library

Clarence Library of Things Circulation Guidelines

A valid adult (age 17 or older) Buffalo and Erie County Public Library card is required to borrow a Clarence Library of Things Kit. The owner of the card must sign a copy of the **Clarence Library of Things Circulation Agreement** at the time of borrowing.

The Clarence Library of Things Kits must be checked out and returned to the circulation desk at the Clarence Public Library. Holds may be placed on Kits for pick up at the Clarence Public Library, however, they will not be transferred to other libraries for circulation.

LOAN PERIODS & RENEWALS

A maximum of 3 Clarence Library of Things Kits may be checked out on a borrower's library card at a time. The loan period is 1 week and may be renewed up to 1 time for an additional week unless another borrower has a hold placed on the item.

RETURN PROCESS

When a Clarence Library of Things Kit is returned, it will not be immediately removed from the borrower's card. To ensure that a Kit's entire contents are available for use by future borrowers, a Clarence Public Library staff member will carefully examine each within 3 business days of its return. Once it is confirmed that all components present at checkout were returned in functioning order, the Kit will be removed from the borrower's card.

PROPER USE AND LIABILITY

Exercise care when using the Clarence Library of Things Kit. The borrower is solely responsible for the Kit and may be billed for reasonable repair or replacement costs associated with damage or loss of Kit contents due to neglect or misuse. The Clarence Public Library has sole discretion in these assessments.

A list detailing the contents and their respective replacement costs is included with each Kit.

The Clarence Public Library is not responsible for any injury, loss, or damage that may occur as a result of using a Kit.

Clarence Public Library
Clarence Library of Things Kit Circulation Agreement

By borrowing a Kit, I agree to:

- To abide by the Clarence Library of Things Circulation Guidelines.
- Pay for any fees incurred by damage or loss as assessed by the Clarence Public Library.

I acknowledge that the Clarence Public Library is not responsible for any injury, loss, or damage that may occur as a result of using a Kit.

Borrower's Name (Print): _____

Borrower's Signature: _____ Date: _____

For staff on checkout:

Kit Name: _____

Borrower's Card ID: 10001 _____ Staff Initial: _____

For staff on return:

Date Returned: _____ Staff Initial: _____

For staff on content check & discharge:

Date Discharged: _____ Staff Initial: _____