

Notes from October 7, 2019 Policy Meeting

Members of the JKPL Policy Committee met on Monday, March 4, 2019 at 4:30 pm. Present were Joe Petsche, chairperson; member Sue Engelbrecht, and library director Shirley Vonderhaar.

1. Library of Things (LoT) Collection Development and Circulation Policy: The committee discussed this proposed policy, which is based on policies at other libraries with LoTs. This policy will provide guidance for all “Things” collected by the library and will be supplemented by specific circulation policies.
2. Circulation policies for categories of “Things”
 - a. Library of Things Specialty Items (new) – This policy will replace the Miscellaneous Library Equipment Policy as those items (projector, WiiU, coffee urn, etc.) will become a part of the Library of Things
 - i. Full service patrons, aged 18 or older having a JKPL card for at least 30 days and in good standing will be eligible to check out
 - ii. Things will circulate for 1 week
 - iii. A maximum of 3 things will be allowed per library card
 - iv. Items valued at \$200.00 or more will require a deposit of 25% of the value. Deposit options will be check or cash. Shirley will investigate Venmo as a potential option as well.
 - b. Mobile Devices Circulation Policy – This existing policy specifies eReaders and Launchpad tablets.
 - i. May be modified to add additional Things as they are added to the collection.
 - ii. Modifying to allow renewals.
 - c. Policy for Circulating Games, Puzzles, Puppets, etc ... (Realia?)
 - i. Modify to include anything for the LoT that we aren’t going to restrict by age or full service status, for example the building sets (tinker toys, Lincoln logs, etc.) for children
 - ii. Remove references to computer CDs (which we no longer own)
3. Collection Development Policy: This policy should include all types of things that the library collects and makes available so should be modified to include the Library of Things. This will be reviewed at the next Committee meeting.
4. Service and Circulation Policy: This policy should be updated to include LoT. It will be reviewed at the next Committee meeting.
5. Emergency and Disaster Policy: This is an ongoing project requiring more research. The committee will discuss at a future meeting.

Schedule next meeting: Next meeting scheduled for Monday, November 4 at 5:00 pm.

Library of Things

Collection Development and Circulation Policy

The Library of Things is a collection of non-traditional library items that complement the James Kennedy Public Library's mission of providing traditional and innovative library resources, programs and services for the Dyersville community. This collection supports the JKPL Strategic Plan and complements the selected library service responses of stimulating imagination, satisfying curiosity, and expressing creativity.

Patrons who borrow a Thing agree to abide by the Library of Things lending guidelines below.

Types of Things included in collection:

Home Improvement and Assistive Devices, such as a Kill-A-Watt meter, kitchen and cooking equipment, household tools, etc.

Audiovisual Equipment, such as a portable DVD player, digital camera, video equipment, digital converters, etc.

Science and Technology Kits, such as a microscope, a telescope, robotics, circuits, building blocks, \beginner computer programming kits, etc.

Recreation and Crafting Tools, such as board games, musical instruments, a sewing machine, a Cricut machine, etc.

The Library of Things is not intended to be comprehensive and the library is limited by a finite amount of storage space for these items. For a full list of items available, visit the library website or library catalog.

Procurement of Materials:

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in the City of Dyersville.

The library's professional staff will select materials based on the needs of library patrons. The library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, 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 material 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.

Due to the nature of the items contained in the Library of Things, these items will not be eligible for Interlibrary Loan to other libraries. All library patrons are required to check out and return

Library of Things items to a staff member at the Main Desk at the James Kennedy Public Library.

Evaluation of Collection:

The library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do not circulate will be withdrawn from library collections according to the Collection Maintenance portion of the Collection Development Policy.

Library's Use of Things:

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

Library of Things Guidelines for Borrowing and Use:

Objects lent out by the Library through its Library of Things program must be checked out from and returned to the Main Desk of the James Kennedy Public Library. They may NOT be returned in the drop box or at any other location. Because of the variety of Things available to check out, some of which are fragile, expensive, and / or designed for use by individuals of a certain maturity level, circulation policies have been developed based on the type of Thing to be checked out.

Loan Periods:

Most Things may be borrowed for 1 week or 2 week intervals, depending on the item, and renewed per the library's general policies. Items will not be renewed if another patron has placed a hold on it. Some items may be for use in the library only, or may have other restrictions. The library does not charge fines, however a library card may be blocked immediately if a Thing becomes overdue.

Use and Liability:

Use care when handling the Thing. 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. The Library has sole discretion in making these decisions.

A list of replacement costs of Things is maintained by the Library and is available upon request. A list of replacement costs will also typically be provided in the case for each Thing.

The Library of Things Lending Agreement is available online and upon request. Patrons may be asked to sign a copy of the Agreement when checking out some items.

The James Kennedy Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrower's.

Library staff will inspect Things prior to borrowing and again upon return. Things should be returned in the same condition as when borrowed. Kitchen items and other things that have gotten dirty while borrowed should be cleaned before being returned. Patrons returning items that need to be cleaned will be assessed a \$5.00 cleaning fee.

Return the Thing with all parts and components in the original library container to the Main Desk of the Library. Patrons will be responsible for any damage to a Thing while in their possession.

- The borrower accepts full responsibility for the Thing while it is checked out to them.
- The borrower agrees to abide by all lending guidelines.
- The borrower agrees to accept full financial liability for the Thing and accessories while it is checked out to them.
- The borrower agrees to return the Thing to the staff member working at the Main Desk of the James Kennedy Public Library.
- The borrower agrees that failure to comply with any of these rules and guidelines may result in the loss of borrowing privileges.
- Violations may result in loss of access to the library collection. Unlawful activities will be dealt with in an appropriate manner.

Circulation Policies for Things covered by this Policy:

Library of Things Specialty Items Circulation Policy

Mobile Device Circulation Policy

Realia (Games, Puzzles, Puppets, etc.) Circulation Policy

Approved October 8, 2019

Library of Things Specialty Items Circulation Policy

The JKPL Library of Things includes specialty items that which are fragile, expensive, and / or designed for use by individuals of a certain maturity level. These devices may be checked out for use within the library or at home. The following rules apply:

1. Any full-service patron aged eighteen (18) years or older, with a James Kennedy Public Library card that is at least 30 days old and in good standing (i.e. library record is not blocked due to unpaid fees or lost materials), may check out a Thing upon completion of a *Library of Things Borrower's Agreement*.
2. The loan period for these materials is one (1) week.
3. Reservations and renewals will be allowed per general library policies. Additional limits may be placed if demand or collection size warrants.
4. A maximum of three (3) Specialty Items maybe be checked out at one time.
5. A patron's library card will be blocked for computer access or ability to check out any further materials if a LoT Specialty Item is overdue.
6. There is no charge to borrow Things, however Things that are valued at more than \$200.00 will require a deposit. The amount of the deposit will depend on the value of the item borrowed and will be approximately 25% of the value. The deposit may be cash or personal check bearing a local address. The deposit will be returned in the same form it was received once the Thing has been checked in and found to be in good working order.
7. Library staff will verify that the Things are in good working order before they are checked out to a patron.
8. Library staff will verify that the Things are in good working order and all parts and pieces are included once it is returned but before it is checked in.
9. Once a Thing is checked out to a patron, the Thing becomes the responsibility of that patron per the *Borrowers Agreement*.
10. Things should be returned to a **staff member** at the main circulation desk only. They should not be returned in a drop box. Patrons will be held responsible for any damages to the Things as a result of being returned improperly.
11. The patron is responsible for the return of the items in good condition. The borrower will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. A \$5.00 processing or cleaning fee may be charged.
12. The James Kennedy Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrower's.
13. The Library reserves the right to refuse service to anyone who abuses library material, is repeatedly late in returning materials, or who places the Things in the drop box.

Fees and Liabilities:

The patron is responsible for the return of the Thing, plus all accessories, in good condition. In case of loss, theft, or damage, the patron will be charged the full cost to replace or repair any missing or damaged parts or pieces. A \$5.00 processing or cleaning fee may be charged.

Library of Things Specialty Items and Replacement Cost as of October 2019

NOTE: Will add to this list as we catalog and get items out

| Thing | Purchase Price | Deposit Required |
|-----------------------------|-----------------------|-------------------------|
| Go Pro Camera & Accessories | \$399 | \$100 |
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Approved October 8, 2019

Mobile Device Circulation Policy

The James Kennedy Public Library has mobile devices, including eReaders and Launchpad tablets for public use. These devices may be checked out for use within the library or at home. The following rules apply:

1. Any full-service patron aged eighteen (18) years or older, with a James Kennedy Public Library card that is at least 30 days old and in good standing (i.e. library record is not blocked due to unpaid fees or lost materials), may check out a device upon completion of a *Mobile Device Borrower's Agreement*.
2. The loan period for these materials is two (2) weeks.
3. Reservations and renewals will be allowed per general library policies. Additional limits may be placed if demand or collection size warrants.
4. A maximum of three (3) Mobile Devices may be checked out at one time.
5. A patron's library card will be blocked for computer access or ability to check out any further materials if a mobile device is overdue.
6. Library staff will verify that the devices are in good working order before they are checked out to a patron.
7. Library staff will verify that content has not been added or deleted to the mobile device once it is returned but before it is checked in.
8. Once a device is checked out to a patron, the device becomes the responsibility of that patron per the *Mobile Device Borrowers Agreement*.
9. Devices should be returned to a **staff member** at the Main desk only. They should not be returned in a drop box but if they are, the patron will be held responsible for any damages to the materials as a result of being returned in either the outside or the inside drop box.
10. The patron is responsible for the return of the items in good condition. In case of loss, theft, or damage, the patron will be charged full replacement cost of any or all damaged items including the device, USB cable or any other cables and adaptors, and the case. A \$5.00 processing fee may be charged.
11. The James Kennedy Public Library assumes no responsibility for damage to the borrowers' computer or other equipment resulting from using one of the library's devices.
12. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning devices or who places the devices in the book drop.
13. A patron must have a *Mobile Device Borrowers Agreement* on file at the library before borrowing a device.

Fees and Liabilities:

The patron is responsible for the return of the device, plus all accessories, in good condition. In case of loss, theft, or damage, the patron will be charged the current full replacement cost of any or all damaged items including the device, USB cable or any other cables and adaptors, or the case. A \$5.00 processing fee may be charged.

Estimated cost to replace devices as of December 2015 is:

- Sony eReader - \$129.99
- Nook Simple - \$79.00
- Nook Color - \$199.99
- Kindle Touch - \$79.99
- Launchpad – ranges from \$99.99 to \$149.99 depending on content

Cost to replace the charging cable is:

- Sony eReader - \$19.99
- Nook Simple - \$9.95
- Nook Color - \$9.95
- Kindle Touch - \$9.99
- Launchpad Adapter - \$6.99

Charge to replace the AC adaptor is: \$9.99

Cost to replace the eReader case is \$20.

Cost to replace the Launchpad case is \$7.99

Approved 2013, revised 12/2015, 10/9/19

Realia (Games, Puzzles, Puppets, etc.) Circulation Policy

The James Kennedy Public Library has a collection of realia, including board, console, outdoor, and life-size games, puzzles, puppets, etc. for public use. Most of these materials may be used within the library, or checked out for use at home. The following rules apply:

1. Any library card holder may check out these materials.
2. The loan period for these materials is one (1) week.
3. No more than 3(three) items of the same type may be checked out per library card per day.
4. Larger or specialty items such as board games, outdoor games, puppets and puzzles should be returned to a staff member at the circulation desk. Console games may be returned in the audio/video drop box or at the circulation desk. The patron is responsible for any damages to the materials as a result of being returned in the wrong location.
5. The patron is responsible for the return of the items in good condition. In case of loss, theft, or damage, the patron will be charged full replacement cost, plus a \$5.00 processing fee.
6. Reservations and renewals will be allowed per general library policies. Additional limits may be placed if demand or collection size warrants.
7. The James Kennedy Public Library assumes no responsibility for damage to the borrowers' equipment.
8. The library reserves the right to deny service to any patron who does not comply with these policies.

Please Note:

The library hopes that all pieces and parts of games and puzzles are included at the time of check out and will periodically check all items for contents. If an item is checked out with parts missing, patrons are encouraged to inform staff so they can rectify the problem.

Adopted October 2010, revised September 2012, October 8, 2019