

Maury Loontjens Memorial Library Library of Things Use Policy and Borrower Agreement

1. Patrons must be aged 18 or over to borrow tools, instruments, and equipment from the Maury Loontjens Memorial Library's Library of Things ("Library").
2. Prior to borrowing tools, instruments, and equipment, all patrons must
 - a. Sign the Waiver and Indemnification Form.
 - b. Sign this Borrower's Agreement & Use Policy.
3. By taking possession of any item, the patron certifies capability of using that item in a safe and proper manner.
4. The patron is solely authorized to use borrowed library tools, instruments, and equipment. The patron shall not permit the use of loaned items by any other person unless by the express permission of the Library.
5. Patrons may borrow up to two tools, instruments, or equipment at one time.
6. All tools, instruments, and equipment have a lending period of 7 days with the ability to renew once if there are no holds.
7. All tools, instruments, and equipment borrowed must be returned to the Library by close of business on their due date.
8. Tools, instruments, and equipment may only be returned during the Library's open hours and may not be returned in the book drop.
9. If a tool, instrument, or piece of equipment is returned after the due date, the patron will be responsible for a late fee in accordance with the late fee schedule of \$1.00/day until the tool is returned.
10. Late fees will accrue with a limit of \$10 or the value of the item until the tool, instrument, or equipment is returned. Unpaid fines in excess of \$10 will prevent a patron from borrowing additional items, until paid.
11. The Library may replace severely delinquent (i.e. unreturned)-tools, instruments, and equipment, holding the patron responsible for the full replacement cost. The Library reserves the right to use appropriate steps to retrieve delinquent tools, instruments, and equipment or unpaid fines and fees. The MLML also reserves the right to forgive fees due to special circumstances.
12. Tools, instruments, and equipment may not be reserved in advance and are lent on a first-come first-serve basis.
13. Patrons may renew tools, instruments, and equipment once.
14. The patron agrees that the MLML is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools and equipment.
15. The patron agrees that if any borrowed tool, instrument, or piece of equipment becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the item and notify the Library of the issue as soon as possible.
16. All tools, instruments, and equipment are to be returned in the same condition as they were issued, barring normal wear and tear. All tools must be returned clean.
17. The patron agrees to report any damage to the Library immediately.
18. The patron agrees to pay for the loss of or damage to any item.
19. The patron agrees to accept the Library's assessment of condition of items and agrees to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss

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of items in part or in total. This restitution amount could equal the full replacement cost of the item. An invoice for the cost of repair or replacement for an item will be furnished and charged to the patron's record.

- 20. The Library reserves the right to refuse the loan of any item at its discretion.
- 21. The Library reserves the right to make exceptions to this policy due to special circumstances.

I state that I have read and fully understand the Library of Things Borrower's Agreement and Use Policy of the Maury Loontjens Memorial Library, 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 Maury Loontjens Memorial Library and The Town of Narragansett.

Signature: _____ Date: ____ / ____ / ____

Name (print): _____

Approved by Library Board of Trustees on May 18, 2026.
Jared Jacavone, Library Director