Massena Public Library

Library of Things Policy

Purpose

The Library of Things Policy lays out guidelines for the Massena Public Library to provide patrons with access to a variety of non-traditional physical items. The Library of Things fosters learning, increases accessibility, promotes social engagement and provides entertainment, aligning with the Massena Public Library's mission. The Library of Things includes materials that patrons may not be able to purchase for themselves and reduces waste and consumption.

Scope

The Massena Public Library's Library of Things includes a variety of non-traditional physical items for circulation. The loan of books, magazines, DVDs and other traditional library items is covered in the Circulation Policy, and the loan of attraction passes is covered in the Attraction Pass Policy.

Requirements

To check out an item from the Library of Things, a person must

- Be at least 18 years old
- Hold an unexpired North Country Library System card
- Not have any outstanding library charges
- Come to the Library to check out the item in person. Items can not be sent through interlibrary loan.
- Agree to all the guidelines in the Library of Things Policy and sign the Library of Things Waiver and Release of Liability Form for applicable items.

Library of Things items are

- Limited to five items per card holder at one time, excluding tables and chairs
- Able to be placed on hold in the same manner as traditional items
- Held for seven days for patrons who have placed a hold and then may be loaned to the next waiting patron, if any
- Checked out for seven days, except for tables and chairs which are checked out for three days
- To be used only by the patron who has checked them out and signed the Library of Things Waiver and Release of Liability Form
- To be returned in the same condition and free of any dirt or debris, normal wear and tear excepted, as when they were borrowed
- Listed in the North Country Library System catalogue and remain the property of the Massena Public Library

Procedure

All Library of Things items must be checked out and returned to the Circulation Desk and not placed in the Book Drop. At checkout, patrons should examine each item for wear or damage

which could result in injury to people or property and report any damage to Library staff at the Circulation Desk. The Library does not charge to check out items, but patrons are responsible for their safe and on-time return. This is to safeguard the Library's purchase cost and to ensure availability for other patrons wishing to check out the item.

Patrons should read all instructions and safety information which may be included with the item. The Library assumes no responsibility for any personal injury or property damage arising from the use of Library of Things items.

Upon return, patrons should make sure that items are intact, clean, in working order, undamaged, and complete (including all component parts). Items should be in the same condition as when checked out, except for normal wear from the intended use of the item. If an item requires cleaning to be usable by the next patron, a $5.00 cleaning fee per item will be charged. If an item is late, a fee of $1.00 per day will be charged, up to a maximum of $15.00, per item. If an item is not returned within fourteen days of the due date or returned in an unusable condition, patrons will be charged the full replacement cost of the item. If the item is later returned in usable condition, the replacement charge will be waived. Patrons with charges above the limit stated in the Circulation Policy will have their Library borrowing privileges suspended until charges have been paid.

This policy was adopted by the Massena Public Library Board of Trustees on April 14, 2026.

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Library of Things Waiver and Release of Liability Form

I am capable of using the Library of Things items that I am borrowing; I will use the items in a safe and proper manner and for their intended use; and I assume any and all risks and responsibilities arising out of, or resulting from, or surrounding my use of such items.

I have read the Library of Things Policy and the Library of Things Waiver and Release of Liability (the "Waiver") Form and understand and agree to all the provisions within the Policy and the Form.

I do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow Library of Things items, agree to release and indemnify and hold harmless the Massena Public Library, its trustees, officers, directors, employees, agents, and volunteers , from any and all liability, loss claims, and demands, actions or cause of action for injury to person or property or death which I may suffer or incur, or that is suffered or incurred by any other person, as a result of, or which may arise or be caused in any way from, the use or possession of items I am borrowing from the Massena Public Library. I understand and agree that this Waiver is to be as broad and inclusive as permitted by the laws of the State of New York, and that if any portion of this Waiver is held invalid, the remaining terms shall continue in full force and effect. This Waiver shall be binding upon me, as well as my heirs, executors, and assigns. In signing this Waiver, I acknowledge and represent that I have fully read this Waiver before signing it and fully understand it. I signed it voluntarily. No representations, statements, or inducements, oral or written, apart from this written statement, have been made. I am at least 18 years of age and fully competent.

Patron Signature _____

Patron Printed Name _____

Library Card Number _____

Date _____

Items _____

_____

Massena Public Library Staff Member _____

Date _____

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