

## Mason City Public Library Library of Things Policy

1. Only residents of Mason City, Iowa who are library cardholders in good standing may borrow "Library of Things" (L.o.T.) items. "Cardholder" is defined as a resident having a library card for a minimum of 30 days. "Good standing" is defined as a library card account and any custodial children/guardians' accounts having fines and fees of less than \$10.00. **Cardholder MUST be a resident of Mason City, Iowa.**
2. The cardholder must be **18 years of age** or older to check out L.o.T. Items.
3. The cardholder must present his/her actual library card in order to check out L.o.T. item.
4. In addition, a photo ID will be required. The ID can be a Driver's License, state ID, Military ID, Student ID and/or Passport photo which contains the cardholder's name and an identifiable photo. If the address on the photo ID and the address on record with the library do not match, patrons must provide a piece of recent mail with the correct address on it for verification purposes.
5. Only one (1) item per household may be checked out at any given time.
6. Library of Things loan periods are for up to 7 (seven) calendar days. Overdue fees will be charged for items not returned by their due date in the amount of \$10.00 per day. Maximum fine is \$40.00. **This maximum fine does not include any and all equipment replacement costs, which are billed separately.**
7. Items must be returned to library staff **no later than 1 (one) hour** before the library closes. The cardholder must remain present until all equipment has been checked to ensure that all pieces are accounted for, checked in and cleared from the cardholder's card.
8. Items should be returned to the appropriate desk (Hotspots to Main Desk, STEAM kits to Children's Desk, etc.). Equipment may NOT be placed in any book drop return at any time for any reason. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
9. Patrons with an overdue hotspot may be referred to a collections agency and/or to the Mason City Police Department as a theft under *Iowa Code 714.5*
10. The appropriate **Library of Things Borrower Agreement** must be completed with each checkout, acknowledging financial responsibility for lost, stolen or damaged equipment.
11. Patrons will be held responsible for all applicable replacement costs and processing fees if lost, stolen or damaged while checked out. The library will not accept replacement items or accessories purchased by the customer.

### Mobile Hotspots:

1. Hotspots must be returned to the Main Desk. Equipment may not be placed in any book drop for any reason. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
2. Hotspots must be returned to library staff **no later than 1 (one) hour** before the library closes. The cardholder must remain present until all equipment has been checked to ensure that all pieces are accounted for, checked in and cleared from the cardholder's account, and the **Library of Things Borrower Agreement** is signed and dated signifying proper return.

3. Cardholders will be held responsible for all applicable replacement costs and processing fees, up to \$150.00 for the hotspot and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement hotspots or accessories purchased by the cardholder. The minimum replacement cost of a hotspot is \$150.00.

#### STEAM Kits:

1. STEAM Kits must be returned to the Children's Desk. Kits may not be placed in any book drop for any reason. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
2. STEAM Kits must be returned to library staff **no later than 1 (one) hour** before the library closes. The cardholder must remain present until all equipment has been checked to ensure all pieces are accounted for, checked in and cleared from the cardholder's account, and the **Library of Things Borrower Agreement** is signed and dated signifying proper return.
3. Cardholders will be held responsible for all applicable replacement costs and processing fees, up to the total replacement cost listed on individual STEAM Kit contents page, if the STEAM Kit is lost, stolen, or damaged while checked out. The library will not accept replacement items purchased by the cardholder. The minimum replacement cost of each STEAM Kit is listed on the STEAM Kit content sheet that accompanies each individual kit.

#### Virtual Reality Headsets:

1. VR Headsets must be returned to the Main Desk. Headsets may not be placed in any book drop for any reason. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
2. VR Headsets must be returned to library staff **no later than 1 (one) hour** before the library closes. The cardholder must remain present until all equipment has been checked to ensure all pieces are accounted for, checked in and cleared from the cardholder's account, and the **Library of Things Borrower Agreement** is signed and dated signifying proper return.
3. Cardholders will be held responsible for all applicable replacement costs and processing fees, up to \$550 for the VR headset and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement headsets or accessories purchased by the cardholder. The minimum replacement cost of a VR headset is \$550.00.