

**PETOSKEY DISTRICT LIBRARY  
LENDING GUIDELINES AND AGREEMENT  
LIBRARY OF THINGS**

**Guidelines for borrowing and use**

- Library of Things must be checked out with a librarian, not at a self-check.
- Items must be returned to a staff member at the Petoskey District Library. If the Thing is returned in a book drop, or left somewhere outside or inside the library, a \$20 fine will be added to the patron's account.
- A valid PAC2 card with no outstanding fees over \$10 is required to borrow a Thing.
- A patron must be 18 years old in order to borrow a Thing.
- Borrowers must understand and sign this agreement in the presence of a staff member.

**Checkout guidelines**

- A Thing may be borrowed for 1 week, depending on the item. Things may be renewed 1 time, for 1 week, unless another patron has a hold on it.

**Fines and liability**

- The maximum overdue fine for a Thing is \$5.00 per day. If an item is more than 30 days overdue, it is considered lost or converted to your own use and you will receive a bill to cover the replacement cost, plus a \$5.00 processing fee. If a billed item is returned in good condition, the bill will be removed from your record, but you may be charged a maximum of \$100.00 in overdue fines. Fines cannot be forgiven for Things (e.g., through Food for Fines, etc.).
- The Borrower is solely responsible for the Thing and will be billed for any repair or replacement cost associated with damage or loss of Thing and/or any parts as a result of damage while checked out. Fees for damage or loss may be incurred up to one week after item is checked in.
- A list of replacement costs of a Thing is maintained at the Petoskey District Library and may be viewed upon request.
- It is the borrower's responsibility to protect the Thing against loss or damage.
- The Petoskey District Library is not responsible for any harm that occurs to any person or animal as a result of misuse of a Thing. The library assumes that the Thing will be used legally and carefully. This includes a valid fishing license for use of fly rods.
- The Petoskey District Library is not responsible for any loss of data incurred while Thing is checked out.

**Care and operation**

- The Thing may only be used in compliance with the Thing's directions, manufacturer's guidelines, and PDL's policies.
- Borrower should not make any modifications, alterations, or repairs to a Thing. This includes cleaning of any kind.
- Thing must be returned in the same condition as when loaned (e.g., pieces in the correct cases, protective caps covering fragile lens, instructions pamphlets kept with Thing, etc.).

**PETOSKEY DISTRICT LIBRARY  
LENDING GUIDELINES AND AGREEMENT  
LIBRARY OF THINGS**

**Lending agreement**

- To abide by all Petoskey District Library’s lending guidelines as stated above.
- To pay all fines stated above.
- To pay entire replacement costs or repairs should the Thing be damaged, lost, or not returned.
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provide that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor. **Initial here \_\_\_\_\_**

In being permitted to borrow the Thing I hereby voluntarily waive, release, and discharge and covenant not to sue the Petoskey District Library, its respective successors, assignees, officers, agents, employees, and volunteer (hereafter referred to as “Releasees”) from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Thing. This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, “Release”), made voluntarily by me, the undersigned Releaser, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns.

---

**Print name**

---

**Library card #**

---

**Signature**

---

**Date**

\*\*\*\*\*

*FOR PDL STAFF*

1. Scan completed document to [refstaff@petoskeylibrary.org](mailto:refstaff@petoskeylibrary.org)
2. In patron record make the following “Note”: Signed Library of Thing agreement, date, your initials.  
(ex.: Note: Signed Library of Things agreement 4.27.21 mb)