

Policy 210

Library of Wonderful Things Policy

A. Introduction and Definitions

The Library of Wonderful things (LWT) is a circulating collection of non-traditional items that are useful to patrons and may be of a social, recreational, cultural, practical or educational purpose. A goal of the collection is to ignite curiosity, facilitate learning, and create diverse opportunities to connect with our community.

The collection may include assistive devices, kits, tools, recreational items, electronics, small appliances, and more. Examples may include an ice cream maker, quilting tools, button maker, small sewing machine, Wi-Fi hotspots, microscope, small instruments, slides, tents, etc. Discretion and concern for patron safety will be used in the choice of items added to the collection.

B. Circulation of Materials

Due to the high demand of items, additional restrictions do apply for the LWT. Restrictions are designed to promote usage in a fair and equitable manner, while preventing monopolization of resources.

1. Loan Periods and Holds

- An item may check out for a period of one week with no renewals.
- Checkouts are restricted to Sugar Grove Public Library District patrons only; reciprocal access or interlibrary loan is not allowed on items.
- Checkout is restricted to adult library cards, ages 18 and above.
- Checkout is restricted to two items at a time per household address, regardless of cardholders.
- LWT items may not be placed on hold.
- Before checking out LWT items a patron must sign a waiver accepting responsibility for any damages to the item and exempting the Sugar Grove Public Library District from any liability for a damaged item. This waiver will be retained on file.

2. Fines

A late fee will be assessed on all LWT items as predetermined by Library procedure. IF a LWT is returning dirty a predetermined cleaning fee of \$10.00 will be placed on the patron's account.

Fines may be paid in the following manners:

- Cash or check is accepted at the Circulation Desk.
- Credit card is accepted via the cardholder's on-line catalog account using E-Pay.

A cardholder may choose to receive overdue notices via postal mail, e-mail, or text message. Cardholders who choose to receive notices via e-mail or text message will also receive courtesy notices three days prior to the checked out item's due date.

3. Lost and/or Damaged Material

If an LWT item is returned damaged the patron is responsible for the replacement costs of the items. If possible a replacement part will be ordered for the item. Normal wear and tear of items is expected, and will be acknowledged in the item records.

C. Collection Development and Retention

The Library staff will select items based on the needs of Library patrons, suggestions, trendspotting, and technology development. Due to limited storage space and the time necessary to evaluate, test, and maintain each item the collection may be limited in size.

The Library may only accept a limited amount of donations, and a wish list will be maintained. Any items that is donated by a patron should be in new or "gift giving" condition. Any material that is donated to the Library is received with the understanding that they are subject to the same selection and de-selection process and may not always be retained in the collection.

Approved 3/27/19