

## Public Library of Union County

<b>Title</b>	Home Solutions Collection Policy
<b>Date of Adoption</b>	03/12/2018
<b>Approved By</b>	Public Library of Union County Board of Trustees
<b>Last Reviewed/ Revised Date</b>	Format revised, May 1, 2022

### PURPOSE

### SCOPE

### POLICY

1. Borrowers must be aged 18 or over to borrow items from the Home Solutions Collection.
2. Borrowers must be current library members in good standing.
3. Borrower must provide two forms of identification to borrow items from the Home Solutions Collection. Acceptable forms of identification include driver's license, State-issued ID, passport, utility bill, rental lease agreement, or bank statement.
4. Borrowers must sign the Home Solutions Policy, Waiver, and Indemnification at time of borrowing. Borrower will be provided with a copy of the Home Solutions Policy, Waiver and Indemnification.
5. Public Library for Union County staff is responsible for circulating items in the Home Solutions Collection and will be available to identify the items in the collection. By taking possession of item, the borrower certifies he/she is capable of using the item in a safe and proper manner.
6. Only the borrower is authorized to use items in the Home Solutions Collection. Instructions and description of item will be included in materials. Borrower will not permit use of items borrowed in his/her name by any other person, including anyone living in borrower's household, unless given express permission of the Public Library for Union County.
7. Items in Home Solutions Collection are available in the catalog and may be placed on hold, but any items requested must be picked up at the Public Library for Union County. Items will not be delivered to system libraries (Herr Memorial Library and the West End Library).

8. All items borrowed must be returned to the Public Library for Union County in compliance with borrowing policy. Items may not be returned to system libraries (Herr Memorial Library and the West End Library). Items may not be returned in the book or AV drop box.

9. All items borrowed must be returned to the Public Library for Union County no later than one week after the item is borrowed. Items may only be returned during the Public Library for Union County's open hours.

10. Most items may be renewed if borrower contacts the Public Library for Union County prior to the date the item is due and if no other borrower has reserved the item. The Public Library for Union County reserves the right to refuse or limit renewals and will do so based on demand.

12. The borrower is responsible for applicable late fees for items returned after the day after they are due.

13. Late fees are capped at varying levels, depending on item. If an item from a kit is damaged or lost, the borrower is only responsible for paying for that item, price to be assessed at value plus a \$5 administrative fee per item.

14. The Public Library for Union County reserves the right to use appropriate action to retrieve delinquent items or unpaid fines and fees, including the use of a collection agency and/or legal action to assign delinquent borrower with the cost of any such action.

15. All items are to be returned in the same condition as they were issued, barring normal wear and tear. All items must be returned clean. The borrower agrees to pay for the loss or damage to any item. The borrower may not purchase an item to replace a lost or damaged item.

16. The borrower agrees to accept the Public Library for Union County's assessment of condition of the items and agrees to the Public Library for Union County's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. The restitution amount could equal up to the full replacement cost of the item plus a \$5 administrative fee.

17. By signing this document, the borrower agrees he/she will not use the items for any illegal, harmful, or destructive purposes. The borrower is responsible for operating these items for proper use, according to instructions and/or manuals.

18. By signing this document, the borrower agrees that the items from the Home Solutions Collection will be used for personal use with the purpose of home and property repair, maintenance, and community beautification. The items are not to be used for professional business or "for profit" ventures.

19. The borrower agrees that the Public Library for Union County is not responsible for any manufacturing defects in quality or workmanship or materials inherent in any borrowed items from the Home Solutions Collection.

20. The borrower agrees that if any borrowed item becomes unsafe or in a state of disrepair, he/she must immediately discontinue use of the item and notify the Public Library for Union County on return, if not earlier.

21. The Public Library for Union County reserves the right to refuse to loan any item at its discretion.

**DEFINITIONS**

**RELATED POLICIES AND OTHER REFERENCES**

FORM: PLUC Home Solutions Collection Waiver and Indemnification

**WEBSITE ADDRESS**

**HISTORY OF UPDATES**