

**HERRICK DISTRICT LIBRARY**  
**LENDING GUIDELINES AND AGREEMENT**  
**Library of Things**

**Patrons Must**

- Cardholders with Herrick District Library as their home library
- Be 18 years of age or older
- Provide a valid Driver's License or State ID with picture and current address at time of checkout
- Read, understand, and accept the terms and conditions outlined below at the circulation desk

**Guidelines for Borrowing and Use**

- Checkout is 7 days with up to 2 renewals if there are no holds.
- Items must be returned between checkouts
- Things must be returned to a staffed circulation desk at the Main Library or Herrick North
- Things may not be placed in the drop box
- Limit of 3 checkouts at a time

**Fines and Liability**

- Items 5 days overdue are considered lost and you will be billed for the item's replacement cost.
- If a billed item is returned in good condition before being referred to collections, the bill will be removed from your account.
- A Thing that is overdue by 38 days, and reaches collections status, will result in the patron being charged the full cost of replacement plus an \$9.85 collection fee. Things cannot be returned at this point.

**I agree to:**

- Abide by the Herrick District Library's Guidelines for Borrowing and Use as stated above.
- Take sole responsibility for the Thing while it is in my possession and to protect against damage and loss.
- Use and operate the Thing in compliance with HDL's policies and manufacturer guidelines.
- Not make any modifications or alterations to the Thing.
- Pay all fines as stated above and pay full repair or replacement costs should the item or peripherals be lost, damaged, stolen or not returned.
- Return the Thing to a library staff member at the Herrick District Library Main Library or North Branch with all parts and accessories and in the original library container.
- Voluntarily waive and release the library from any and all claims or actions for damages or liability arising out of or in any way related to or connected with my use of the Thing.

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PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Library Card Barcode

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HDL Staff Initials