



# SALEM PUBLIC LIBRARY

370 Essex Street  
Salem, Massachusetts 01970

TARA MANSFIELD, *Director*

## LIBRARY OF THINGS BORROWING GUIDELINES

### ELIGIBILITY

- Borrower must have a valid NOBLE library card, with no outstanding long overdue items.
- Borrower must be at least 18 years old.
- Borrower must read and acknowledge the Library of Things Borrowing Guidelines and sign the Library of Things Lending Agreement and Liability Waiver.
- A government-issued photo ID may be required at the time of borrowing. Please be prepared to show your ID.

### LOAN PERIODS AND FINES

- In most cases a Thing may be borrowed for two weeks, and renewed once unless another borrower is waiting.
- Certain specialty items may have a shorter renewal period.

### CARE AND USE

- The Library does not provide instruction or supervision for the use of a Thing.
- Things are to be used for their intended purpose.
- Use care when handling a Thing.
- Return the Thing with all parts, components and packaging/container.
- Things are loaned "as is." There is no warranty that the Thing will be free of defects or be suitable for your purposes.

### LOSS AND LIABILITY

- Staff will inspect Things at borrowing and return.
- Borrower is responsible for repair or replacement costs if a Thing is damaged or lost while in their possession. The Library maintains a list of replacement costs.
- Salem Public Library, the Salem Public Library Trustees, and the City of Salem are not responsible for any injury, loss, damage or harm that may occur from use or possession of a Thing.



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## LIBRARY OF THINGS LENDING AGREEMENT

By Borrowing a Thing, I hereby agree:

- That I have read, understood, and will abide by the Salem Public Library's Library of Things Borrowing Guidelines.
- That the Thing is offered "as is."
- That I have had the opportunity to inspect the condition of the Thing and find it acceptable.
- To use the Thing with proper care, and return it when due.
- To pay the costs of repair or replacement if the Thing is damaged, lost or stolen.
- To carefully read and sign the Liability Waiver appearing below.

Liability Waiver:

I agree that the Salem Public Library, the Salem Public Library Trustees and the City of Salem are not responsible for any injury, loss damage or harm to me or anyone else that may occur from use of the Thing, and in consideration of being permitted to borrow the Thing, I hereby voluntarily release, discharge, hold harmless each party and their employees and agents from all liabilities, claims, actions or demands of any kind related to injury, loss, damage or harm to any persons or property arising from or connected with my borrowing, possession, or use of the Thing. I further agree to indemnify and hold harmless each of the Salem Public Library, the Salem Public Library Trustees and the City of Salem and their employees and agents from and against all liabilities, claims, actions, costs and expenses, including attorneys' fees, for injuries or death to any person or damage to any property occurring or arising from or connected with my borrowing, possession, or use of the Thing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Name of Thing: \_\_\_\_\_

Staff Initials: \_\_\_\_\_