

# **Kyle Public Library - Library of Things Collection Development and Circulation Procedures**

The Arts and Technology Center is a collection of non-traditional library items that complement the Kyle Public Library's mission of providing traditional and innovative library resources, programs, and services for the Kyle community. This collection supports the Kyle Public Library Long Range Plan and complements the selected library service responses of stimulating imagination, satisfying curiosity, and expressing creativity.

Patrons who borrow a Thing agree to abide by the Arts and Technology Center lending guidelines below.

## **Types of Things included in collection:**

Audiovisual Equipment, such as a portable DVD player, digital camera, video equipment, digital converters, etc.

Science and Technology Kits, such as a microscope, a telescope, robotics, circuits, building blocks, beginner computer programming kits, etc.

Recreation and Crafting Tools, such as board games, musical instruments, a sewing machine, a Cricut machine, etc.

The Arts and Technology Center is not intended to be comprehensive, and the library is limited by a finite amount of storage space for these items. For a full list of items available, visit the library website or library catalog.

## **Procurement of Materials:**

The Arts and Technology Center collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in the City of Kyle. The library's professional staff will select materials based on the needs of library patrons. The library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selection criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library can accept only a limited number of donations. The library does not accept materials that are not outright gifts and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation, and disposal criteria as material acquired for purchase.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lays with the parent or guardian, not with the library.

Due to the nature of the items contained in the Arts and Technology Center, these items will not be eligible for Interlibrary Loan to other libraries. All library patrons are required to check out and return Arts and Technology Center items to a staff member at the Circulation Desk at the library.

## **Evaluation of Collection:**

The library will use circulation data and community suggestions to guide future selections for the Arts and Technology Center collection. Items that are not popular and do not circulate will be withdrawn from library collections according to the Collection Maintenance portion of the Collection Development Policy.

### **Library's Use of Things:**

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

### **Arts and Technology Center Guidelines for Borrowing and Use:**

Objects lent out by the Library through its Arts and Technology Center program must be checked out from and returned to the Main Desk of the Kyle Public Library. They may NOT be returned in the drop box or at any other location. Because of the variety of Things available to check out, some of which are fragile, expensive, or designed for use by individuals of a certain maturity level, circulation policies have been developed based on the type of Thing to be checked out.

### **Loan Periods:**

Most Things may be borrowed for 1-week or 2-week intervals, depending on the item, and renewed per the library's general policies. Items will not be renewed if another patron has placed a hold on it. Some items may be for use in the library only or may have other restrictions. The library does not charge fines; however, a library card may be blocked immediately if a Thing becomes overdue.

### **Use and Liability:**

Use care when handling the Thing: The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. The library has sole discretion in making these decisions.

A list of replacement costs of Things is maintained by the library and is available upon request. A list of replacement costs will also typically be provided in the case for each Thing.

The Arts and Technology Center Lending Agreement is available online and upon request. Patrons may be asked to sign a copy of the Agreement when checking out some items.

The Kyle Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. It is the patron's responsibility to protect items against injury, loss, or damage.

Library staff will inspect Things prior to borrowing and again upon return. Things should be returned in the same condition as when borrowed. Kitchen items and other things that have gotten dirty while borrowed must be cleaned before being returned. Patrons returning items that need to be cleaned will be assessed a \$5.00 cleaning fee.

At the discretion of library administration, patrons may be able to retain access to their library privileges while paying fees related to damaged or lost equipment. At the discretion of library administration, fees for damaged equipment may be waived if said damage resulted from normal wear and tear or catastrophic circumstances.

outside the control of the patron. At the discretion of library administration, certain items in the collection may only be checked out by persons aged 18 years or older. Library administration will develop procedures as needed to manage the collection in accordance with this policy and the library mission statement.

Return the Thing with all parts and components in the original library container to the Circulation Desk of the library. Patrons will be responsible for any damage to a Thing while in their possession.

- The borrower accepts full responsibility for the Thing while it is checked out to them.
- The borrower agrees to abide by all lending guidelines.
- The borrower agrees to accept full financial liability for the Thing and accessories while it is checked out to them.
- The borrower agrees to return the Thing to the staff member working at the Main Desk of the Kyle Public Library.
- The borrower agrees that failure to comply with any of these rules and guidelines may result in the loss of borrowing privileges.
- Violations may result in loss of access to the library collection. Unlawful activities will be dealt with in an appropriate manner.

## Supporting Documents

- [ARTC Procedures 20.87 KB](#)