

## Library of Things – “Treasure Trove” - Policy

The Treasure Trove is a collection of non-traditional library items that complement the Albertson Memorial Library’s mission and strategic plan by providing items that meet the needs of the Albany community. Suggestions for purchase are evaluated using the same selection criteria as for other library materials.

Borrowers of Treasures must agree to abide by these guidelines:

- Borrowers must be at least 18 years of age with a valid Albertson Memorial Library card.
- Borrowers must read and sign the Treasure Trove User Agreement upon each checkout. One copy of the signed agreement will be returned to the patron, and another will be kept on file with the library.
- All Treasures must be checked out and returned to the Albertson Memorial Library circulation desk during regular library operating hours.
- In most cases, Treasures may be checked out for one week and renewed once unless another patron has requested the item. Holds are permitted.

### Proper Use and Liability

- Borrowers must return the item(s) to the circulation desk in the same condition in which they were checked out. Items must be clean and in proper working order when returned. Library staff will inspect Treasures prior to check out and again upon return. A fee of \$10.00 will be assessed should the item be returned uncleaned.
- Borrowers are solely responsible for the Treasure and will be billed for reasonable repair or replacement costs associated with damage or loss of the Treasure. Borrowers may not make any alterations or modifications to Treasure(s).
- The library does its best to provide clean and fully functional equipment but is not responsible for unforeseen equipment failures.
- The Albertson Memorial Library is not responsible for injury, loss, or damage that may occur from use of a Treasure. The responsibility to protect against loss belongs to the borrower.
- The Albertson Memorial Library reserves the right to limit the use of Treasures for individuals or families in the case of abuse as determined by the director.

Treasure Trove User Agreement  
Albertson Memorial Library

In borrowing a Treasure from the Albertson Memorial Library, I agree to the following terms and conditions:

- I have received, read, and signed the Treasure Trove policy and user agreement.
- I accept full responsibility for the Treasure while it is checked out to me.
- I agree to use and operate the Treasure in compliance with manufacturer's recommended guidelines and instructions.
- I accept full financial responsibility for the Treasure and agree to pay full repair and/or replacement costs should the Treasure or any components of the Treasure be damaged, lost, stolen, or not returned.
- I acknowledge that my failure to pay fines for loss or damage associated with my use of the Treasure may result in the loss of privilege to borrow other items from the Treasure Trove.
- I will return the Treasure to the Albertson Memorial Library circulation desk on or before the due date.
- I release, absolve, and agree to hold harmless the Albertson Memorial Library and its staff, the members of the library Board of Trustees, and the Village and Township of Albany and its employees from any claims arising from injury to me, members of my family, or other guests when using an Albertson Memorial Library Treasure Trove item.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

For Library Staff Use Only

Library Card Number: \_\_\_\_\_

Item(s) Borrowed: \_\_\_\_\_

Checkout Staff: \_\_\_\_\_

Please check to show that all pieces of Treasure are included at the time of checkout.

Check in Staff: \_\_\_\_\_

Please check to show that all pieces of Treasure are included at the time of check in.

