

# S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

<b>Policy Title</b>	Library Of Things Collection		
<b>Approval Date</b>	April 15, 2025	<b>Revision Date</b>	
<b>Related Policies</b>	Access to Library Services Collection Development Customer Privileges and Responsibilities Fixed Assets Gifts		
<b>Related RCW</b>	27.12.210		
<b>Purpose</b>	Provide guidelines for how the Spokane County Library District (the District) establishes, maintains, and facilitates access to a collection of non-traditional library items.		

## General Policy:

The Library of Things collection aims to support lifelong learning, creativity, and community resource-sharing by providing access to non-traditional materials that enrich daily life, enhance skills, and reduce barriers to ownership.

The Library of Things collection is designed to complement traditional library resources and activities. The collection may include, but is not limited to, items that support:

- Practical needs (e.g., tools, kitchen equipment, tech devices)
- Recreation and hobbies (e.g., board games, musical instruments, sports equipment)
- Skill-building and education (e.g., crafting kits, STEM equipment, language-learning tools)
- Event support (e.g., projectors, party supplies, outdoor gear)

Factors which will be considered when determining items to be added to the Library of Things collection include, but are not limited to:

- Community Needs and Interests: Items should address identified gaps or interests within the community. The District welcomes suggestions for new items and encourages customers to share feedback on the collection.
- Durability and Safety: Items must be safe for public use and durable enough to withstand frequent lending.
- Storage and Maintenance: The District's capacity to store, clean, and maintain the item.
- Accessibility and Usability: Items should be easy to use, with instructions provided where necessary.
- Cost and Value: Items should offer high value relative to cost, considering purchase price, potential usage, and replacement expenses.

Items may be added to the collection through District purchase, grants, or collaborations with community agencies, organizations, educational and cultural institutions. At the sole discretion of designated staff, donations of items for the Library of Things collection may be accepted in accordance with the District's Gifts Policy.

As a popular materials library, the systematic removal of items from the collection is a normal and regular function of the District and is critical to the maintenance of the collection. An item can be transferred or removed from the collection for reasons including, but not limited to, poor physical

condition, obsolescence, insufficient public use, low demand, prohibitive cost of maintaining, or insufficient storage resources.

Borrowing terms for the Library of Things will be designed to ensure equitable access and proper care, and will consider:

- Loan periods and renewal options may vary by item type.
- Customers who borrow items must be at least 18 years of age
- Customers must have a valid library card, meet the definition of a District Customer per the Customer Privileges and Responsibilities Policy, and agree to the borrowing terms.
- Items must be returned in the condition in which they were borrowed.
- Customers who borrow items may be responsible for replacement costs if items are lost or irreparably damaged.

By borrowing and/or using items in the Library of Things collection, customers agree to hold the District harmless from any injuries, damages, or losses resulting from the use of items borrowed from the Library of Things collection. Customers who borrow items from the Library of Things collection are responsible for understanding and using items safely and appropriately.

The Board of Trustees delegates its authority to purchase items and resources for the Library of Things collection, as well as the development and maintenance authority of said collection, to designated District staff. The Executive Director or designee shall have oversight and final approval of the Library of Things collection.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.