

Library of Things

When checking items out to patrons, please inform them that they will be responsible for returning the items in good condition without missing pieces, normal wear and tear excepted. Any deviation from that will result in charges being placed on the card.

There is a sticker on each record page that shows the value of the item. That is also where barcodes are recorded. Either type in or scan the barcode onto the card.

Stamp a yellow sticky note with the due date and insert it into the case for the item. (Due dates vary! Please double check to be sure that you are informing them of the correct date. It's written on the sheet, but they may not see it.)

Red stickered items may be subject to a \$20.00 cleaning fee upon return if not cleaned by patron prior to check-in.

Yellow stickered items do not circulate and must be used in house.