



## Thing Library Policy & Procedures

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### Donation of Items

The Library welcomes donations that support the mission of the Thing Library. To ensure suitability and safety, all potential donations must be reviewed before they may be brought to the Library.

Donors must submit a Thing Library Donation Form that includes:

- Item description and intended use
- Current condition and age of the item
- Dimensions and storage needs
- List of components included
- Any instructions or safety considerations
- Optional photographs of the item

Library staff will review the form and notify the donor if the item is approved. Items may not be dropped off without prior written approval. Unapproved items will not be accepted.

### Collection Scope

The Thing Library offers tools, kits, devices, and recreational items intended to support learning, creativity, and everyday problem-solving. Examples of eligible categories include:

- STEAM and early learning kits
- Craft and creative tools
- Outdoor games and nature exploration items
- Home, DIY, and hobby tools suitable for public lending
- Technology and audiovisual devices
- Recreation and entertainment items

Items are selected based on durability, safety, relevance to community needs, and feasibility of maintenance.

### **Exclusion Categories**

To ensure safety, legal compliance, and manageable maintenance, the Library will not lend or accept:

- Hazardous tools or equipment (sharp blades, high-heat devices, ladders, or advanced power tools)
- Items requiring licensure, certification, or professional training
- Medical or diagnostic devices
- Chemicals, flammable materials, or items needing special storage
- Items not meeting current safety standards for young children
- Oversized, fragile, or difficult-to-store items
- Items that are damaged, incomplete, or unsuitable for lending

Staff may decline additional items that fall outside the Library's mission or capacity to maintain.

### **Borrowing Eligibility & Use**

Borrowers must meet the following requirements:

- Be 18 or older with a library card in good standing
- Borrow up to two (2) items at a time
- Follow a one-week loan period with no renewals
- Pick up and return items inside the Library during open hours
- Use items safely and in accordance with provided instructions
- Return all items clean, dry, complete, and in good working order

The Library may deny checkout at staff discretion.

### **Returns, Cleaning & Check-In**

To keep the collection in good condition for all users, borrowers must:

- Return items clean and free of debris
- Include all components, packaging, and instructions
- Allow staff to inspect the item using an inventory checklist

Accounts may be temporarily blocked until issues with missing or damaged components are resolved.

### **Replacement & Cleaning Fees**

Borrowers may be charged replacement costs for lost, damaged, or incomplete items, as well as cleaning fees when items require additional care upon return.

### **Safety & Liability**

The Library is not responsible for injuries, property damage, or misuse of borrowed items. The Library is also not responsible for manufacturing defects or normal wear and tear.

### **Collection Review & Maintenance**

Staff will periodically review the collection for condition, circulation, relevance, and completeness. Items may be repaired, replaced, or retired at staff discretion to keep the collection fresh and usable.

### **Staff Discretion**

Staff may decline to lend, accept, or maintain items that pose risks, fall outside the collection scope, or exceed the Library's capacity to manage.

*Adopted: 12/16/2025*



## Thing Library Donation Form

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*Thank you for considering a donation to the Thing Library! To ensure suitability and safety, all potential donations must be reviewed before they may be brought to the Library. Please complete this form in full. Library staff will contact you once your submission has been reviewed. Items may not be dropped off without prior written approval.*

### Donor Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Item Information

Item Name/Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Intended Use

\_\_\_\_\_  
\_\_\_\_\_

### Current Condition of Item:

- |                                    |                               |                                |
|------------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> New       | <input type="checkbox"/> Good | <input type="checkbox"/> Other |
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair |                                |

**Approximate Age of Item:** \_\_\_\_\_

**Item Dimensions & Storage Needs** (*include size, weight, or any special storage requirements*)

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**List of Components Included** (*e.g., cables, attachments, manuals*):

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**Instructions or Safety Considerations:**

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### **Optional Photographs**

If available, please attached photos of the item or email them to:

[things@newtownlibrary.org](mailto:things@newtownlibrary.org)

### **Donor Acknowledgement**

I understand that submitting this form does not guarantee acceptance of my donation. I will wait for written approval from Newtown Public Library before bringing the item to the Library. Unapproved items will not be accepted.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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For Library Use Only

Reviewed by: \_\_\_\_\_

Decision:

Date Reviewed: \_\_\_\_\_

\_\_\_ Approved    \_\_\_ Not approved

Notes:

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