

Innovative Items Collection Lending Policy

The Rochester Hills Public Library (RHPL) continues its mission to provide the community with resources to inform, educate, enlighten and entertain our patrons with our new Innovative Items Collection (IIC). This new collection of non-traditional library items will allow patrons to check out three-dimensional items including tools, household items, equipment, technology and much, much more.

Loan and Renewal Policy

- Patrons in good standing can check Innovative Items Collection (IIC) kits out for 14 days at a time.
- Patrons may borrow up to two IIC kits at one time.
- Patrons may have up to two holds on IIC kits at one time.
- IIC kits are available for check-out by Resident cardholders, Business cardholders, and Student cardholders that are currently in good standing.
- IIC kits will be allowed one renewal if there are no other reservations on the item.
- Renewals may be done in person, by telephone, or online. IIC kits that are on hold may not be available for renewal.
- Extended loan periods may be available upon request at the time of checkout. IIC kits that are on hold may not be extended.
- Fines due at the time of renewal are still due.
- In compliance with the Library Privacy Act¹ only authorized users, parents or legal guardians will be provided detailed information on any library account.
- The library reserves the right to make some materials non-circulating and only available for in-library use.

Fines and Fees

In accordance with the RHPL [Fines and Fees Policy \(Circ-4\)](#)

- On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
- The patron's account will be charged \$1/day everyday the item is overdue starting the first day the item is overdue.
- A maximum of \$35 in overdue fines will be charged to the patron's account.
- Fees for replacement costs and/or the repair of damaged or missing pieces will be applied to the patron's library account. In case of damage or loss, borrowers agree to pay the repair or replacement cost of the item when they check out IIC kits as well as a \$5 processing fee.
- A \$5 processing fee will be charged for times brought back dirty or in state that cannot be circulated immediately.

Lost or Damaged Items

In accordance with the RHPL [Lost or Damaged/Missing Pieces Policy \(Circ-5\)](#)

1. Items that are lost or damaged beyond repair are billed to the patron according to the item price listed in each item record.
2. The library will notify the customer of the item price for a damaged or lost item, adjustments to the replacement value will be made based upon current costs.
 - Full replacement cost of the item plus a \$5 processing fee will be billed to the patron's account.
 - For items that need to be repaired, patrons will be billed for the repair costs plus a \$5 processing fee.
- 3. A nonrefundable \$5 processing fee will be charged for each replaced item(s).
- 4. Customers who pay for damaged or lost materials will have overdue fines associated with the item waived.
- 5. When a damaged or lost item has been paid for, that item will be removed from the customer's record.
- 6. After three (3) months, the library will not issue refunds for lost items that are subsequently found.

IIC Agreement & Policy

Equipment is borrowed and used at the sole risk of the library patron who checks it out and/or any person the patron allows to use it. The Rochester Hills Public Library will monitor and maintain IIC kits but cannot guarantee that they will be in perfect condition.

When checking out an item from the IIC, the patron agrees that the RHPL does not provide supervision or instruction for use of the equipment. Furthermore, the patron acknowledges that use of the equipment may involve risk of serious injury, for which the patron checking out the IIC kit holds sole responsibility for. The patron also agrees to refrain from using the equipment in a manner inconsistent with its intended design and purpose.

- IIC kits may only be checked out from and returned to the Computer Help desk in Adult Services.
- The patron is responsible for costs associated with loss or damage of the IIC kit and/or accessories.
- Borrowers are responsible to read and abide by all manufacturer's recommendations, warnings and instructions for use.