

## Kit Lending Program

"Kit:" An item containing two or more categories of material, none of which is identifiable as the predominant constituent of the kit.

[Example of a Kit: video game kits, which are typically made up of a game console, 2 or more controllers, controller chargers, rechargeable batteries, several cords, and a carrying case, contain two or more types of material, and none of these are more prominent than another].

1. Merrimack Public Library cardholders in good standing shall be eligible to borrow kits (see *Library Card Eligibility policy*). Circulation times for kits range from 7-14 days. One kit per borrower can be checked out at a time, though one kit per household is recommended.
2. The kit is to be returned inside the Library directly to a Library staff member. If the kit is returned in a drop box, a \$5.00 fee will be charged. The kit may not be left at the Circulation, Children's, or Reference desks if a Library staff member is not present, nor may it be left outside if the Library is not open.
3. Within 1-7 days of receipt, a Library staff member will verify the completeness and cleanliness of the kit and the kit will be checked in.
4. Replacement costs are documented on each kit. Individual parts cannot be replaced on their own by a borrower in lieu of paying the listed cost.
5. In the event any kit parts are found to be missing by a Library staff member, the last borrower will be contacted and given one week to locate the missing items. The replacement cost for the part(s) and a \$5.00 processing fee will be applied to that borrower's account. If the missing piece(s) can be obtained by the Library, they will be purchased if the cost is less than 30% of the total replacement cost of the kit. In the event that a kit is not returned, found to be damaged, or has more than 30% of its parts missing, the last borrower will be charged the replacement cost of the entire kit.