Library of Things Policy

Department: Library Administration

Description: Library of Things Policy

Responsibility: Library Staff

Issued By: Library Director

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement for Mott Community College students, staff, and faculty. The Library of Things is not intended to be comprehensive and the library is limited by a finite amount of storage space for these items.

SELECTION AND PROCUREMENT OF MATERIALS

The library’s staff will select materials based on the needs of library patrons. The library welcomes input concerning the collection. All suggestions for purchase will be evaluated for appropriateness to the overall collection, needs of our uses, and Mott Library’s ability adequately store and maintain the item.

At this time we are not accepting items as donations. However, monetary donations to support the Library of Things can be made through the Mott Community College Foundation.

Not all library materials may be suitable for all members of the community. Instructions will be provided when available for items. Responsibility for safe use lies with the individual checking out the item.

EVALUATION OF COLLECTIONS

The library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do not circulate may be withdrawn from library collection.
LIBRARY’S USE OF ITEMS

The library reserves the right to take an item out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

CHECK-OUT INFORMATION

Items will require a valid MCC ID with photo for check-out. Check-out lengths will vary depending on the item. Some items may not leave the building due to size, weight, or overall value of the item. Library staff will make those determinations for each item.

DAMAGE/LOSS

The individual who checks the item out is responsible for all damage to the item or for the loss of the item. The individual will need to pay the replacement cost for the item. All pieces of an item should be returned to avoid being assessed a replacement fee.