

**Jefferson Parish Library**  
**LIBRARY OF THINGS LENDING AGREEMENT**

The items in our Library of Things (hereinafter “LOT”) collection are solely for the use of Jefferson Parish Library Patrons. A valid adult (18+) Jefferson Parish Library card in good standing (no fines over \$5.00) must be used to borrow a LOT item. Military and staff cards may be used. Reciprocal NOPL and guest cards cannot be used.

I, \_\_\_\_\_ (print name), hereby understand, acknowledge, and agree to the following points:

- I accept full responsibility for the item while it is checked out to me.
- I will use the item in a proper manner and will not leave it unattended in a public place while I have it checked out.
- I will not attempt to alter the item in any way.
- I accept full financial responsibility for the item and agree to pay all costs associated with damage to, or loss of, the item and/or the accessories up to the full price of the item.
- Additionally, a fee of \$1 per day (max \$5) will be charged to the Patron’s account if the item is late.
- I will return the item only to the library from which I borrowed it during open hours of operation. I will personally bring the item into the building at least thirty (30) minutes before the library closes. **I will not place the item in the bookdrop.**
- I will return the item to a staff member who will evaluate the condition.
- If I encounter any problems with the item, I will return it and all components to the lending branch immediately.
- I acknowledge and affirm that I will use the item I am borrowing in a proper and safe manner, and that I will not allow any other person or persons to use the item.
- I acknowledge and agree to indemnify and hold harmless Jefferson Parish against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any person, firm or organization for loss of life or injury or damages to person or property in connection with my use of the item under this Agreement.
- I acknowledge and affirm that I have read and fully understand the [Library of Things Borrower’s Use Policy](#) of the Jefferson Parish Library and that failure to comply may result in suspension or revocation of my borrowing privileges and/or legal action against me.

Item: \_\_\_\_\_

Lost/Damage Fee (“Price” in WorkFlows): \$ \_\_\_\_\_ Initials (if over \$50): \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Patron Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

-----Staff use only-----

Patron Library card number: 224 \_\_\_\_\_

Item for checkout/barcode: \_\_\_\_\_

Date due: \_\_\_\_\_

Staff checkout initials: \_\_\_\_\_ Staff checkin initials: \_\_\_\_\_