

Leonia Public Library STEAM Materials Lending Policy

The Library offers the following STEAM Materials for loan:

- Snap Circuit Kits**
- Makey Makey Kits**
- LEGO Kits**
- Board Games**

- These materials may be borrowed by any **Leonia Library cardholder** in good standing (non-expired card with fines under \$10.)
- **All borrowers must sign a User Agreement when borrowing STEAM materials, which includes recognition of safety precautions and of the recommended age guidelines. A parent/guardian must sign for borrowers under the age of 18.**
- These materials are checked out at the Leonia Library Children's Room Desk.
- They may be borrowed for 2 weeks (14 days.)
- They are available on a first-come, first-served basis. There are no holds for STEAM materials.
- They are not renewable.
- Limit of **ONE** STEAM kit/game per borrower at a time.
- Overdue fines are \$.25 per day up to a maximum of \$5.00.
- STEAM materials must be returned in person to the Leonia Public Library Children's Room. They may not be returned to another library or in the Leonia Library outside Book Drop or Video Drop.
 - **A \$1.00 fine will be charged if a kit/game is returned in the book or video drop.**
 - **A \$1.00 fine will be charged if a kit/game is returned to another library.**
- STEAM materials must be returned complete and packed as they were received. Borrowers should review kits/games before returning them to ensure that all pieces, components and instructions are included. See the Contents List of each item for details.
- Returned kits/games will be checked by a staff member and there may be a replacement charge added to the borrower's library card for any missing or damaged parts.
 - If the library is able to easily replace a missing or damaged part, the charge is \$1.00 per replaced part.
 - In many cases, parts from STEAM materials cannot be easily replaced and the kit/game is no longer usable. In those cases the full replacement cost of the kit/game will be charged to the borrower's library account.
 - Lost, damaged or unusable STEAM materials can only be replaced by borrower's payment of the full replacement cost. The Library cannot accept replacement kits/games in lieu of payment.

Replacement Costs are as follows:

- Snap Circuit Kits: \$25
- Makey Makey Kits: \$50
- LEGO Kits: Varies, see individual item for price
- Board Games: Varies, see individual item for price

NOTE: This is a lending program ONLY. Library staff is not available for instruction in the use of STEAM materials. Detailed instructions are provided with each item.

Approved by the Leonia Library Board of Trustees May 10, 2017