

Imperial County Free Library

Toy Lending Policy

The Imperial County Free Library (ICFL) system provides a toy lending library to support a child's school readiness and early learning through play. The intent of the toy lending library is to 1) make high-quality, developmentally-appropriate toys accessible to families; 2) promote play between parents/caregivers and their child/children; 3) reinforce what parents and caregivers learn about play in the library's early literacy programs and provide the opportunity to replicate in the home; and 4) promote the use of the library and instill a culture of library borrowing to families with young children. Our goal is to provide equity of access to these specialty items for all of the residents of Imperial County. The Imperial County Board of Supervisors establishes this policy statement to ensure appropriate and effective use of the toy lending library.

General Information

- All toys are contained within a clear backpack for circulation. Toy backpacks will be stored in a designated area. The availability of toy backpacks may vary by library location.
- All toy backpacks are fully cataloged and searchable in the library's online public access catalog (OPAC), accessible via the library's website. In addition to the online catalog entries, each library branch has a "browsing binder" that contains pictures and descriptions of all toys available.
- Each toy backpack contains the included toy/toys, a laminated handout that describes the contents of the backpack and recommended age of user, and a barcoded tag.
- A patron can request to borrow a toy backpack from any county library location.
- All toy backpacks must be returned at the county library branch where it was borrowed. All toy backpacks must be returned inside the library; toy backpacks returned in the library's book drop will incur a charge for damages.
- Toys will be cleaned with baby-friendly sanitizing products on a periodic basis. However, borrowers are encouraged to clean toys with products provided by the library before use and before returning.
- Toy backpacks are not for use in the library. The intention of the toy backpack is to be sent home.
- All toys have been specially selected for intended use by families with young children, ages 0-5. All toys are high quality and durable. None of the toys requires batteries to operate.

Lending Limits and Fines and Fees

- Toys can only be checked out to an adult with a linked family account (i.e. any adult can borrow a toy if they have a child/grandchild associated with their library account).
- Limit one toy backpack per household.
- Only adults with library accounts in “good standing” can check out toys; the same policy applies to all library materials. “Good standing” is defined as an active library card with current address and contact information on file and less than \$5.00 in fees/fines posted to the account.
- Toys can be borrowed for a period of up to 10 calendar days.
- Toy lending can be renewed once. Toy lending cannot be renewed over the phone; in-person renewals only.
- Only 1 toy backpack can be reserved at a time.
- Each toy backpack OPAC record contains the price to replace each toy should any item be lost or damaged. The price is also listed on the barcoded tag in each backpack.
- The price of each toy backpack varies. Any backpack deemed damaged and requiring total replacement will incur a cost of the backpack, the toys, and a processing fee of \$3.00.
- If any toy is missing from a backpack, the borrower must pay the associated fee to replace that toy. The borrower cannot replace missing or damaged toys.
- If a toy is damaged or missing a component to make it fully functional, then the borrower is responsible for paying the fee associated with that toy (e.g. a puzzle with missing puzzle pieces will need to be totally replaced).
- Any late toy will incur a cost of \$1.00 per day late fee, not to exceed \$10.00. If any toy is not returned within the 20 calendar days, then the borrower is responsible for the cost of the entire toy backpack.

Patrons are expected to use the toy backpacks in a responsible manner, this usage is a privilege, not a right. Inappropriate use or behavior, inconsistent with this policy or violating the Library’s rules of behavior, will result in a loss of that privilege. Parents/guardians of minor children must assume responsibility for their children’s use of the toy backpack. Toy backpacks may contain small items that can cause harm; ICFL assumes no responsibility for the health and safety of any patron utilizing the toy backpacks. Borrowers are recommended to review the *Consumer Product Safety Act and Child Safety Protection Act and related regulations*. The library does not accept toy donations for the toy lending library unless otherwise approved by the County Librarian beforehand. The library reserves the right to remove any toy backpacks from lending without warning.

This agreement is effective DATE.