



## FLLS MATERIALS POLICY AND PROCEDURE

### Materials available to check out from FLLS:

- Big Books
- Board Games
- BOCDs
- Costumes
- Die cuts
- Die cut machines
- DVDs/Blu-rays
- Kits
- LaunchPads
- Playaway Devices
- Program Equipment
- Puppets
- Video Games

### For all Items:

- Items **must** be checked out on a library card upon their arrival to your library.
- Upon receipt, inspect item fully. If you notice any damage, incorrect number of items, something missing, etc. DO NOT check it out and notify our Collections Associate immediately. Failure to do so may result in a charge to your library.
- When an FLLS item is returned to you by a patron, pay attention to the **check-in notes**. If an item is incomplete, do **NOT** check it in.
- All items are inspected at FLLS to ensure they are complete. If something is returned incomplete or damaged, your library will be charged per our [Billing Policy](#).
- Your library is responsible for any item that floats to your library. For security reasons, store all discs/gaming cartridges/playaway units behind your desk. If you need a file box to store the items in, please let our Collections Associate know.
- Do not alter ANY part of a collection owned by FLLS. Should an item be returned with markings or labels that cannot be removed, it will be assumed you would like this item for your collection. FLLS will forgo ownership of this item and the transacting library will be billed.

### **BOCD, DVDs, Blu-rays and Video Games**

- DVDs, Blu-rays, and Games are for patron use and are part of a floating collection. They will be sent to the lending library upon patron request in Polaris and will stay on your shelves upon their return by a patron. If you would like a collection sent to you, please let our Collections Associate know.
- Pay close attention to the **check-in notes** as many of these items have additional discs or paperwork.
- Each piece will have the last 4 digits of the item barcode hand written on the item.

### **Big books**

- Big Books are intended to be used in storytime and are not for patron checkout.\*
- Each Big Book will be sent to the lending library upon request in a plastic bag to prevent damage. Big Books must be returned in this bag.

### **Board Games**

- Board Games are intended for library programs and are not for patron checkout.\*
- Upon receipt, verify that all pieces in the game(s) are accounted for. If an item is missing, do **not** check it out and notify our Collections Associate immediately.

### **Costumes**

- Costumes are intended for library programs and are not for patron checkout.\*
- Upon receipt, verify that all pieces in the costume set are accounted for. If an item is missing or the costume has not been properly cared for (i.e. dirty or damaged) do **not** check it out and notify our Collections Associate immediately.
- It is the borrowing library's responsibility to assure the costume is clean when it is returned. A \$10 cleaning fee will be charged to the borrowing library should a costume be returned dirty or smelly.

## Dies and Die Cut Machines

- Dies and machines are intended for library programs and are not for patron checkout.\*
- The dies and machines are EXPENSIVE and should be packed up the way they were shipped to you: In a box with bubble wrap or in the toolbox. Your library is responsible for any damaged machines or dies.
- Every die and machine has a barcode and must be checked out like any other FLLS item. DO NOT REMOVE THIS BARCODE.
- Each die cut machine will be sent to the lending library upon request in its own container. Barcode is on the machine. Upon receipt, look at the **check in note**, it will tell you what goes along with the machine.
- Dies circulate for 3 weeks with NO RENEWALS. Renewals must be approved by the Youth Services department.
- Photos of all the current dies and machines are located at <http://www.flls.org/storytimeresources/>

## Kits

- Kits are intended for library programs and are not for patron checkout.\*
- Each kit has a content label on the inside cover; this is a listing of everything that is the kit. Each kit also has a check in note with the same information. Upon receipt, verify that all materials listed in the kit are accounted for. If they are not, notify our Collection Associate **immediately**. If an item from the kit is lost, or not returned, the lending library will be billed for each item at the MSRP according to the FLLS' [Billing Policy](#).
- Each item in the kit has a Yellow FLLS label.
- If item is damaged in any way, broken, damaged case; please return to FLLS with a note explaining the damage
- Photos of all the current storytime boxes are located at <http://www.flls.org/storytimeresources/>

## LaunchPads

- LaunchPads are for patron use and are part of a floating collection. They will be sent to the lending library upon patron request in Polaris and will stay on your shelves upon their return by a patron. If you would like a collection sent to you, please let our Collections Associate know.
- Pay close attention to the **check-in notes**.

- If, upon inspection, you discover a unit or case to be damaged, notify our Collections Associate immediately and send it back to FLLS.
- All LaunchPads come with a charging cord. **Replacement cords are \$15**
- If a unit is lost or damaged while at your library, you will be billed for the replacement cost of the unit per our [Billing Policy](#).

### **Playaway Devices**

- Playaways, Playaway Views and Playaway Bookpacks are for patron use and are part of a floating collection. They will be sent to the lending library upon patron request in Polaris and will stay on your shelves upon their return by a patron. If you would like a collection sent to you, please let our Collections Associate know.
- Pay close attention to the **check-in notes**.
- When the patron **returns** the Playaway, please pull the unit from the case, **remove the battery** from the device and place them behind the desk.
- If, upon inspection, you discover a unit or case to be damaged, notify our Collections Associate immediately and send it back to FLLS.
- If a unit is lost or damaged while at your library, you will be billed for the replacement cost of the unit per our [Billing Policy](#).

### **BATTERIES**

- When Playaway units are in your possession, you as ‘owning library’ will be responsible for all battery replacement. The life of the battery is very dependent on the user.
- Your units will arrive with a new battery in the unit. (NOTE: The term ‘new’ means the battery has never been used.)
- **When you check in a Playaway, remove the battery from the unit.** Batteries tend to leak when they are left in electronic devices for periods of time. Your library is responsible for any Playaways damaged by battery leakage. Playaway Views have charging cords. They are to be stored with the view. **Replacement cords are \$15.**
- While the unit is out to a patron, it is the patron’s responsibility to replace the battery if needed while it is being used.

### **EARPHONES**

- For hygienic reasons, the Playaways will not be circulated with ear buds or earphones. Patrons are responsible for providing their own.

## **CIRCULATION**

- Each unit is set to circulate with your adult audio book loan period.
- The Playaway units are currently set at no renewals. You may override this at your own discretion.
- All Playaway units are holdable.

## **Puppets**

- Patrons are **not** allowed to check out puppets for sanitary reasons.
- Upon receipt, note the condition of the puppet. If it is damaged, do not check it out.
- Every puppet has a barcoded tag with a safety pin. These pins may be removed for use in storytimes, but must be placed back on the puppet when it is returned. Your library **will be charged \$1.00** for any puppet returned without its barcode.
- Puppets are to be returned to FLLS in the bag they were sent out in. This ensures they will remain clean while in transport.
- Puppets circulate for 3 weeks with NO RENEWALS. Renewals must be approved by the Youth Services department.
- Your library is responsible for any damaged or lost puppets.
- Photos of all the current puppets are located at <http://www.flls.org/storytimeresources/>

## **Program Equipment**

- Each device that FLLS loans is intended for library programs and not for patron checkout\*
- Current devices include: Button Maker\*\*, Wii System, Wii U System, XBOX One System with Kinect, PlayStation 4 with Virtual Reality, PS3 System, Rockband, Karaoke Machine, Nintendo 3DS XL and 2DS Program Bundle and Projectors.
- Devices include their own inventory sheet. Verify all materials are present upon their receipt.
- Equipment does **not** include the Computer Network Services Dept Equipment. Questions pertaining to the Lab or Inventory Manager should be directed to x237.
  - \*\* Buttons are inventoried when the machine is returned.
  - You will be charged for the materials you use.

- A button catalog is included so you may purchase your own buttons to avoid this charge. Buttons can also be purchased at [www.badgeaminit.com](http://www.badgeaminit.com).
- **Button Charges:**
  - 1 ¼ inch buttons: 35¢ per button
  - 2 ¼ inch buttons: 47¢ per button

\*Agencies outside FLS member libraries must get prior approval by FLS to use these resources and must fill out the [Equipment Loan Agreement](#).