

Library of Things Collection Overview

A Library of Things is a collection of items for loan that expands the boundaries of traditionally defined library materials. It supports the "sharing economy" and the city's sustainability efforts, as guests sharing items means less waste. The collection also offers an opportunity to "try before you buy," to save money, and to test out something you might not have come across otherwise. *Donations of "things" to the Library of Things collection are not accepted.*

Both the Gardening Tools and Discovery Backpacks were made possible through a grant provided by the Oklahoma Department of Libraries and the Institute of Museum and Library Services.

Library of Things Overview

- 3 Week Checkout Period
- Holds cannot be placed.
- No overdue fines, no damaged cost
- Items are non-renewable, however, if a guest brings items back to the library and there are other LOT item(s) available for our guests to checkout, staff can check their LOT item(s) in and out for another 3 weeks.
- Fee will be applied for lost/missing items (staff to use best judgement in assessing)
- Library of Things Media Codes items will have a waiver to sign that will be noted in CARL.
 - Tools require a waiver, Discovery Backpacks do not require a waiver.
- Will show up in the library catalog and CARLX: search term is "Library of Things"
- Returns should be made at a guest service desk at the same library items are checked out from; no returns should be made to return boxes outside of libraries.
 - In the event that a LOT item is returned to a location that it was not checked out at, staff should contact the guest to see if they are able to pick up the item and properly return it. In the event the guest cannot, staff will want to route the item to its proper location.

Discovery Backpacks

Backpacks have a location code of LOT and a media code of KIT. Waivers are not required.

Procedures

- Backpacks will be set out within the collections for guests to find.
- Staff will check out the backpack to the guest or guests can opt to use self check.
- Items need to be returned to the library they were checked out at to a staff member at the main desk.
- Items will need to be checked for the correct number of pieces upon return.

Things to Remember at Check Out

- Remind the guest it's a 3 week checkout and it is not renewable unless it's brought in to renew.
- Ensure all pieces are present.

Things to Remember when Returned

- Ask the guest if they had any problems with the item.
- Record any feedback comments left on the back of the activity laminate here: [Backpack Feedback.xlsx](#)

- Look for damage.
- Check to make sure that all parts are with the item and replace any missing consumables as needed.

How to Handle Missing Pieces

If a guest brings back a backpack with a missing piece, staff need to determine which piece(s) is missing and use the information below to determine if we need to charge the guest. Please locate the backpack below to determine what and the price of items we charge replacements costs.

1. Communicate with the account holder about the missing piece.
 - a. If the guest is present when the missing item is identified, communicate with them about the missing piece. Ask the guest to keep the backpack and return it with all the pieces present if they know it's not lost.
 - b. If they are not present, notify them to let them know a piece was missing via email or phone.
2. If the item that is missing notes in the information below NOT to charge the guest:
 - a. Check in as Damaged
 - b. Give to librarian in charge of project to handle replacement pieces
 - c. Librarian can contact Jessica in OES if help is needed with replacement pieces
3. If the item missing notes in the information below TO charge the guest:
 - a. Place a note on the account including the title, item #, what piece is missing, returned to library, date, and staff initials. (Ex: Backpack #1237575 missing binocular returned at DN 4/2/24. Will be routed to OES on 4/10/24 TLA).
 - b. Check in and mark the backpack damaged.
 - c. Charge the account the full replacement cost of the individual missing piece(s) noted below with a manual fine.
 - d. Route the kit to DN - OES after holding the backpack locally for one week after notifying the guest of the missing piece(s).

If the guest notifies library staff the item they are returning is a missing piece of material previously turned in, staff at the library will:

1. Remove notes on the guest's account
2. Cancel the manual fine replacement cost
3. Check the backpack out to OES account #16748932 (Do not add notes to the account)
4. Route the missing piece to DN-OES with a note stating what the item is (the last piece of the missing item, i.e. from above example: missing binoculars, kit routed to OES 4/10/24), the account number, and item number.

Full List of Backpack Contents and Cost

Some items will need to be:

- Replaced at each checkout (noted with **)
- Restocked as need or when low (noted with &)
- Batteries checked (noted with #)
- Comments recorded (noted with %),
- Wiped off (noted with \$).

Review the backpacks below to see how to handle each at return.

Each Backpacks Contains (Do Not Charge Guest)

- 1 Metro designed coloring book **
- Activity instructions % \$
- 1 fine-line Crayola marker &

Animal Tracks Contents

Charge Guest

- 1 book \$15
 - *Fun with Nature*
 - *Wildlife Ranger*
- Animal Tracks pamphlet \$7.95
- 1 compass \$0.50
- 1 magnifying glass \$0.50
- 1 set of binoculars \$18
- 1 foam animal track stamp \$12
- 6 3D printed animal track stamps \$0.50

Do Not Charge Guest

- Animal Signs sheet
- Animal Tracks Stories sheet
- Tracks in Oklahoma sheet
- Wild Bear Nature Bingo sheet \$

Living Things Contents

Charge Guest

- 1 book \$15
 - *My Big Book of Outdoors*
 - *Janay Linh's Rooftop Garden*
- 1 exercise die \$10.75
- 1 jump rope \$3.45
- 1 magnifying glass \$1.85
- 1 set of binoculars \$18

Do Not Charge Guest

- Eat the Rainbow tracker \$
- Move-It Minutes tracker \$
- 1 Window Sprout experiment kit **
- 1 sandwich size Ziplock baggie
- 3 lima/pinto beans
- Window Sprouts sheet

Living with Fire Contents

Charge Guest

- 1 book \$15
 - *Fire Shapes the World*
- 1 hand crank flashlight \$2.25
- 1 anemometer \$15.95 # &
- 1 tape measure (12ft) \$2

Do Not Charge Guest

- How to Build a Campfire sheet
- Fire Triangle pieces (HEAT, FUEL, OXYGEN)
- Go-Bag sheet \$
- Outdoor Fire Safety Checklist sheet \$
- Indoor Fire Safety Checklist sheet \$1
- Fire Scientist coloring book **

Pollination Contents

Charge Guest

- 1 book \$15
 - *A Seed Grows*
 - *Make Way for Butterfly*
- 1 trowel \$2.40
- 1 butterfly net \$1.70
- 1 bug magnifying catcher \$10
- 1 magnifying glass \$1.85
- 1 set of resin encased invertebrates with info cards (3 inverts and 17 cards) \$13.95
- 1 set of tweezers \$.50
- 1 set of butterfly lifecycle figurines \$9.99

Do Not Charge Guest

- Parts of a Flower sheet \$
- Life Cycle of a Butterfly sheet
- Seed packet**

Seed Dispersal Contents

Charge Guest

- 1 book \$15
 - *Seeds, Move!*
 - *Plants on the Move*
- 1 trowel \$2.40
- 1 mini microscope \$12.50 # &
- 1 compass \$0.50

Sunlight Contents

Charge Guest

- 1 book \$15
 - *A Day in the Sun*
- 1 hand crank flashlight \$1.25
- 12 color view blocks \$15
- 3 shadow puppets \$12.45

Do Not Charge Guest

- Leaf Matching sheet

Water Contents

Charge Guest

- 1 book \$15
 - *Welcome, Rain!*
- 1 Splashology Play Set (19 pieces with 4 challenge cards) \$13.20
- 1 rain gauge \$1.85
- 1 watering can \$7

Do Not Charge Guest

- Daily Weather Report sheet \$
- 1 Water Cycle in a Bag experiment kit
- 1 sandwich size Ziplock baggie **
- 1 black marker
- 1 glue stick

Water Moves Contents

Charge Guest

- 1 book \$15
 - *Does Water Move Around*
- 1 water thermometer \$4.50
- 6 sample test tubes \$4

Do Not Charge Guest

- NOAA Cloudwise chart
- Weathering & Erosion activity sheet
- What is Precipitation sheet

Discovery Backpack FAQ

What library locations offer discovery backpacks? Who are the primary points of contact at those locations?

- Almonte Library: Brianna Moore
- Belle Isle Library: Kelly Dalrymple
- Bethany Library: Laura Pool
- Community Libraries (Choctaw, Jones, and Luther): Maree Pascall
- Del City Library: Tracie Randolph
- Downtown Library: Robert Gibson
- Northwest Library: Becky Fesler
- Midwest City Library: Tracy Mabry
- Ralph Ellison Library: Brittany Mays
- Southern Oaks Library: Cheryl Jones
- The Village Library: Haley Rapacz
- Warr Acres Library: Paula Penrod

Can guests return their backpacks to any Metro location?

- Guests must return their backpacks in person at a service desk at the same location they checked out from.

Will other locations offer backpack lending in the future?

- We will be assessing the lending of backpacks at our fourteen designated locations starting in August 2024 and adapting/expanding the lending program if needed.

What backpack types are available?

Each library offers the same backpack for lending.

- 12 packs per 14 locations/168 systemwide
 - PreK-2nd grade/Ages 4-11/6 packs total per location
 - Sunlight – 14 systemwide, 1 per location
 - Pollination – 28 systemwide, 2 per location
 - Living Things – 28 systemwide, 2 per location
 - Water – 14 systemwide, 1 per location
 - 3rd - 5th grade/Ages 8-12/6 packs total per location
 - Living with Fire – 14 systemwide, 1 per location
 - Water Moves – 14 systemwide, 1 per location

- Seed Dispersal – 28 systemwide, 2 per location
- Animal Tracks – 28 systemwide, 2 per location

How can we ensure that backpacks are available to workshop participants since there is limited availability?

- Locations can put a handful of backpacks on reserve by checking them out on their system card and then checking them out to workshop participants if they'd like to ensure availability to guests attending programs associated with our ODL Health Literacy Grant or other location specific gardening programs.

How do I get a replacement barcode for an item?

- Email Cataloging the item number and they will send over a new contents card that includes the RFID tag and barcode.

Who is responsible for cleaning backpack contents when they are returned?

- Access staff will check-in; engagement staff/librarian in charge of collection will clean/follow up with guests as needed. Of course, this is a fluid process and can be adapted as needed location by location. Each participating location should develop their own procedures for cleaning pack contents as needed and let OES know what additional supplies they might need. All that is needed to ensure the pack is wiped down as needed with water and a cloth or paper towel. Guests are instructed to return their packs clean. Locations might want to consider pairing a librarian with an access person for above cleaning duties as necessary.
- Guests have the opportunity to provide feedback about their backpacks on the last page of their activity laminate. Staff should use the following spreadsheet to note backpack feedback:

[Backpack Feedback.xlsx](#)

Are there rules that guests need to follow when checking out our backpacks?

- Care instructions are provided on the contents card of each backpack.

What if guests have questions about how to use their backpacks?

- Each backpack contains activity write-ups, handouts, and a coloring book to help instruct caregivers on how to use the backpack with their children. PDFS can be found here: [Final Handouts](#)

Can locations add items to their backpacks?

- We ask that you do not add items to your backpacks, but items can be put out on display with your backpacks for guests.

Helpful Tips for Staff to Keep in Mind

- Remind our guests that backpacks are meant to be enjoyed between them and their child and returned with everything wiped down with a cloth and water; this information is noted on each pack.
- Our backpacks are only new once; they are not going to be returned in pristine condition.

Gardening Tools

Gardening tools have a location code of LOT and a media code of LOT. A waiver is required for Gardening Tools.

Procedures

- Gardening hand tool kits and individual tools for checkout will be held locally in spaces designated by library locations.
- Staff will check out the kit and/or a large tool to the guest.
- Guests can check out one of each item available.
- Items need to be returned to the library they were checked out at to a staff member at the main desk.
- Items might need to be wiped down or cleaned; if so, staff should follow their local procedures for ensuring items are cleaned for future checkouts.

Things to Remember at Check Out

- Check CARL "Statistics" > "Waiver" to see if they are marked "yes" or "no".
- If Yes, they are able to checkout.
- If No or blank, they need to sign a waiver. Once the waiver is completed, we can mark them "Yes" in CARL.
- Once the waiver is signed, it will be added to the [User Agreement Waiver](#) spreadsheet with the guest name, card number, location, and expiration date.
- Remind the guest it's a three-week checkout and it is not renewable unless it's brought in to renew.
- Ensure all pieces are present.

Things to Remember When Returned

- Ask the guest if they had any problems with the item.
- Look for damage.
- Check to make sure that all parts are with the item.

How to Handle Missing Pieces

If a guest brings back a hand tool kit with a missing piece (6 pieces + plus the trug bucket container = 7 items in total), they will need to be charged in full for the [missing piece](#).

1. Communicate with the account holder about the missing piece.
 - a. If the guest is still present when the missing item is identified, communicate with them about the missing piece. Ask the guest to keep the kit and return it with all the pieces present if they know it's not lost.
 - b. If they are not present, notify them to let them know a piece was missing via email or phone.
2. Place a note on the account including the title, item #, what piece is missing, returned to library, date, and staff initials. (Ex: Gardening Kit #1237575 missing hand rake returned at DN 4/2/23. Will be routed to OES on 4/10/23 TLA).
3. Check in and mark the kit damaged.
4. Charge the account the full replacement cost of the individual item(s) noted below with a manual fine.

Item	Cost Per Ea.
7 Gal. Gorilla Tub	17.00
Trowel	10.00
Pruners (Bypass) w/ free sharpener	60.00
Pruner Holder	17.00
Hand Rake/Hand Hoe/Weeder	40.00
Kneeling Pad	14.00
Hose Breaker	19.00

5. Route the kit to DN - OES after holding the gardening kit locally for one week after notifying the guest of the missing tool(s).

If the guest notifies library staff the tool they are returning is a missing piece of material previously turned in, staff at the library will:

1. Remove notes on the guest's account
2. Cancel the manual fine replacement cost
3. Check the kit out to OES account #16748932
 - a. Do not add any notes to the OES account
4. Route the missing piece to DN-OES with a note stating what the item is (the last piece of the missing item, i.e. from above example: missing hand rake here, kit routed to OES 4/10/23), the account number, and item number

Gardening Tools FAQ

What library locations offer tool lending? Who are the primary points of contact at those locations?

- Almonte Library: Serina Freeman, Amy Upchurch, Lynda Siavashpour
- Belle Isle Library: Kelly Dalrymple
- Bethany Library: Jared Johnson
- Community Libraries (Choctaw, Jones, and Luther): Paula Joseph-Johnson
- Del City Library: Tracie Randolph
- Downtown Library: Dara Tinius
- Midwest City Library: Roger Banker
- Ralph Ellison Library: Brittany Mays
- Southern Oaks Library: Darrie Breathwit
- The Village Library: Jakob Hertz, Cindy Martin
- Warr Acres Library: Kesha McGee

What tools are available?

Hand Tool Kits – 80 total systemwide

- 7 Gallon Gorilla Tub
- Trowel

- Pruners (Bypass) w/ Free Sharpener
- Pruner Holder
- Hand Rake / Hand Hoe / Weeder
- Hose Breaker
- Kneeling Pad

Large Tools – 72 system wide

- Digging Shovel (12"); 2 per location
- Garden Spade/Weeding Shovel
- Garden/Spading Fork
- Garden Hoe 4" (54" handle)
- Metal Dirt/Garden Rake
- Broad Fork
- Loppers; 2 per location

How do I get a replacement barcode for an item?

- Email Cataloging the item number and they will send over a new barcode for you to attach with packing tape.

How can we ensure that tools are available to gardening workshop participants since there is limited availability?

- Locations can put a handful of kits on reserve by checking them out on their system card and then checking them out to workshop participants if they'd like to ensure availability to guests attending programs associated with our ODL Health Literacy Grant or other location specific gardening programs.

Who is responsible for cleaning tools when they are returned?

- Access staff will check-in; engagement staff/librarian in charge of collection will clean/follow up with guests as needed. Of course, this is a fluid process and can be adapted as needed location by location. Each participating location should develop their own procedures for cleaning and let OES know what additional supplies (buckets/sponges/etc.) they might need. Locations might want to consider pairing a librarian with an access person for cleaning duties. We have been asked by maintenance to **not** use our mop sinks.
- **Guests should be provided with a handout when checking out our tools that provide some basic tool care and safety tips.** Our hope is that all tools are well taken care of and returned clean, as this is what our guests agree to when they borrow tools from the library. With that said, we know that tools might be returned dirty as this is a new program, and everyone is learning! We want to track those instances to help inform our lending program down the road. Staff should use the following Microsoft Form to note those instances:

<https://forms.office.com/r/JDj1WpZ3pq>

Do guests have to complete a waiver to checkout gardening tools?

- Yes. There is a combined Maker Space and Library of Things Waiver that all guests must fill out before checking out our gardening tools. When a guest asks to check out tools, ask them if they have filled out a Library Of Things [paper waiver](#). If not, give them a waiver to review and sign. Once a [paper waiver](#) is completed, the account in CARL should be updated to show that a waiver has been completed. Paper waivers should be kept on file. Guest name, card number, branch, and expiration date will need to be added to the [User Agreement Waiver](#) spreadsheet in addition to being noted in CARL and the paper file stored locally.

Are there rules that guests need to follow when checking out our tools?

- Yes, aside from the rules noted in our [waiver](#), guests should be provided a tool care and safety handout to ensure they take the best care of our tools! [Metro Grows Tool Care & Safety Final.pdf](#)

What if guests have questions about how to use their tools?

- We've created a tool info sheet to help our guests better understand what tasks each tool is intended for. [Metro Grows - Tool List Final.pdf](#). We also have demo videos available at metrolibrary.org/metrogrows!

Can locations add items to the hand tool kits?

- Locations can feel free to add giveaways (like seed packets), booklists, and/or handouts. OES will be providing handouts from OSU Extension that locations can use to build displays or add to kits. There will also be curated content available on our website that locations can print out and offer to our guests. Locations are encouraged to build displays to showcase their tools and MAC will be providing customizable templates and marketing materials.

Helpful Tips for Staff to Keep in Mind

- Always provide our guests with a tool care handout and remind them that our tools should be returned clean.
- Our tools are only new once; they are not going to be returned in pristine condition.
- If a tool is returned dirty to the point that dirt is falling off of it and staff do not feel that they can assist our guests by wiping it down with a wet paper towel or rinsing it off in a sink or outside, they can remind the guest that it's their responsibility to return their tools clean and ask if they are able to take it outside or back home to clean. If the guest is not able to do this and staff do not have a way to clean the tool, please check the tool in, make a note on the guests account for future reference, and contact OES so that we can help get the tool clean!