

# Library of Things

## Instructions for Patrons

To borrow one of the Library of Things items, you need to place a hold on the item via the online catalog. This can be found at <https://www.ramseylibrary.org/libraryofthings>

### Borrowing a Library of Things Item

1. Go to the new, online catalog for the Library of Things - <https://www.ramseylibrary.org/libraryofthings>
  - a. *Note - this is NOT the same catalog as our regular online catalog for books and other items.*
2. Click to search for an item you may want by clicking on one of the search options - search by ITEM or by CATEGORY.
3. Click on an item you want to borrow - a description of the item will appear.
4. Click on CHECK DATES
5. Find a date that is available when you want to pick up the item to check out and then click on RESERVE NOW.
6. Enter your library card number and click on NEXT STEP
7. Confirm that the contact information is correct and then click on YES - NEXT STEP
8. Confirm the details one last time and then click on YES - PLACE RESERVATION
  - a. *Note - the dates for your pickup date and the due date will be listed.*
  - b. *You will receive a confirmation email for your reservation.*
9. On the date when you have selected to pick up your item, remember to bring your LIBRARY CARD to the library in order to check out the item.

### Returning Items

- All items must be returned to the Ramsey Free Public Library ONLY - do not return Library of Things items to other libraries
- Do NOT place returned Library of Things items in the book drop
- All items must be returned in person at the Circulation Desk at the Ramsey Free Public Library
- Temporarily, all Library of Things items should be returned in special return bins located near the Circulation Desk as part of our COVID safety protocols. All returned items will be quarantined for 72 hours before circulating once again.

### Notes

1. *You will also be asked to sign an agreement form when you arrive with each Library of Thing checkout. These records are kept only until items are returned, then they are shredded and discarded.*
2. *If you select to pick up your item on the same day your reserved the item, staff may not have received your request by the time you arrive - staff checks the reservations twice a day. Please be patient as staff will need to look up your reservation when you arrive.*
3. *You may check out TWO items at one time from the Library of Things ONLY.*