



KELLER PUBLIC LIBRARY

Special Collections Policy

The Keller Library offers a variety of special collections to enhance learning and fun. These materials are often packaged as kits and may include a variety of books, audio-visual aids, and even nontraditional formats like computer software and hardware, scientific equipment, learning toys, puzzles, games, and other specialty items. Most special collection items are available for checkout by anyone with a valid Keller or METROPAC library card for a three-week checkout.

Puzzles and Board Games

The library circulates a variety of puzzles and board games for all ages. The lending period, borrowing policies, and fine and fee structures for puzzles and board games are the same as those of our traditional items; however, puzzles and board games must be picked up and returned inside the Keller library due to their fragile nature and an increased potential for missing parts. If borrowers lose an entire puzzle or board game, they will be charged the cost to replace that item. Missing pieces may be subject to smaller charges at the discretion of library staff.

STEM Kits

The library circulates a variety of science, technology, engineering, and mathematics (STEM) kits for a wide variety of ages. The lending period, borrowing policies, and fine and fee structures for STEM kits are the same as those of our traditional items; however, STEM KITS must be picked up and returned inside the Keller library due to their fragile nature and an increased potential for missing parts. If borrowers lose an entire STEM kit, they will be charged the cost to replace the entire kit and its packaging. Borrowers will be charged the cost of replacing individual components of a STEM kit if they return one that is missing pieces.

Learning and Activity Kits

The library circulates a variety of themed learning and activity kits for a wide variety of ages. The lending period, borrowing policies, and fine and fee structures for puzzles and board games are the same as those of our traditional items; however, learning and activity kits must be picked up and returned inside the Keller library due to their fragile nature and an increased potential for missing parts. If borrowers lose an entire learning or activity kit, they will be charged the cost to replace all the items in the kit and the kits' packaging. Borrowers will be charged the cost of replacing individual components of a learning or activity kit if they return one that is missing pieces.

Wireless Hotspots

The library circulates wireless hotspots that provide internet connectivity for a wide range of devices. The lending period for these items is 3 weeks. Outlined below are additional restrictions on borrowing these devices:

- 1) Borrowers must have a valid Keller resident or Keller nonresident card
- 2) Borrowers cannot check out or reserve more than one hotspot at a time
- 3) Wireless hotspots must be picked up and returned inside the Keller library due to their fragile nature.
- 4) Service will be deactivated on a device when it becomes overdue.
- 5) Borrowers who have more than two deactivations in a 12-month period will be denied borrowing privileges for hotspots for a period of 6 months beginning on the day they return the device.

Fines and fees:

- If borrowers lose a device, they will be charged the cost to replace the device and its packaging (approximately \$75-\$100)
- If borrowers lose a power cable, case, or other component, they will be charged the cost to replace that item (typically \$3-\$15)