

# ORANGE PUBLIC LIBRARY

## SPECIAL COLLECTIONS

*Adopted by Orange Public Library Board of Trustees on June 17, 2019  
Revised: 05/07/2020; 03/09/2021; 02/09/2022; 08/03/2022; 02/01/2023; 04/17/2023*

The Orange Public Library (OPL) offers the following items in its Special Collections:

- A. Ukulele Kits
- B. Virtual Reality Goggles
- C. Home Connectivity Kits
- D. Hotspots
- E. Children's S.E.L.F. Mental Health Kits
- F. Adult Mental Health Kits
- G. Alzheimer's / Dementia Activity, Caregiver, and Memory Lane Kits
- H. Citizenship Kits
- I. Early Literacy Kits
- J. School Readiness Kits
- K. Discovery Kits
- L. Teen Discovery Kits
- M. Explorer Kits
- N. State Parks Passes

### **Rules for Borrowing & Use:**

#### **Item A – D**

1. Must be 18 years or older.
2. Must have a valid OPL card in good standing.
3. Must read, understand, and sign the Lending Agreement.
4. The item must be returned in person to staff at the Lending Services Desk at the Orange Public Library & History Center or One Desks at the El Modena or Taft Branch Libraries. Items may not be returned in any book drop locations. Doing so may result in borrower incurring fees for any damages.
5. The checkout period is 3 weeks and may be renewed up to 4 times contingent upon hold requests.
6. Item A - B: Borrowers may only check out one item at a time.
7. Item C – D: Borrowers may check out up to 3 items total.

#### **Item E – M**

1. Must have a valid OPL card in good standing.
2. Must read, understand, and sign the Lending Agreement.
3. The item must be returned in person to staff at the Lending Services Desk at the Orange Public Library & History Center or One Desks at the El Modena or Taft Branch Libraries. Items may not be returned in any book drop locations. Doing so may result in borrower incurring fees for any damages.
4. The checkout period is 3 weeks and may be renewed up to 4 times contingent upon hold requests.
5. Item E – M: Borrowers may check out up to 3 items total.

## **Item N**

1. Must have a valid OPL card in good standing.
2. The item must be returned in person to staff at the Lending Services Desk at the Orange Public Library & History Center or One Desks at the El Modena or Taft Branch Libraries. Items may not be returned in any book drop locations. Doing so may result in borrower incurring fees for any damages.
3. The checkout period is 3 weeks, and item may not be renewed.
4. Item N: Borrowers may only check out one item at a time.

## **Fees & Liability for All Special Collection Items:**

1. All fees are per the City of Orange's Master Fee Schedule.
2. Borrowers are responsible for lost or damaged equipment, per the fee schedule.
3. In-kind replacements are not accepted for Item A – D or Item N.
4. In-kind replacements for Items E - M will be determined solely based on the discretion of the Adult & Branch Services Manager, or the Children's & Teen Services Manager. In-kind replacements will not be available for all items.

The City's Master Fee Schedule: <https://www.cityoforange.org/our-city/departments/finance/fee-schedule>