

Circulating Ukulele Kits at the Los Angeles Public Library – *Frequently Asked Questions for Staff*

Who can check them out? Can kids check them out?

Anyone with a valid library card (but not Student Success cards, unfortunately) in good standing. It is recommended that children 17 and younger have a parent present to sign the [Ukulele Borrowing Guidelines form](#) authorizing children to check out a kit; and you can then make a note on the minor's record that they have permission to borrow the ukulele.

What do the kits include?

The kits include a ukulele, in a carrying case, with a tuner and a book.

What resources can the library provide for learning how to play? Will there be any programs?

Participating branches will also be receiving a small collection of instructional books and DVDs, to support individual learning. Included also will be handouts highlighting [Uke-related e-media on Hoopla](#) and [OverDrive](#), and a collection of useful online resources.

The branches will be hosting either an expert-led one-off beginners' "crash course" workshop or a more in-depth 3 week class session. There is a staff training on **January 10th** at Central Library from 10-11:30am; Look for additional trainings to be held this spring.

In addition to these circulating instruments, each library area will get a "class set" of instruments, to be stored in a cart, for use in programs or classes.

Is there a specific start date for this program?

No. The ukuleles are in CARL and ready to go, whenever you are ready to start circulating them. The first branch programs will be starting on January 17th, so they should be circulating before or around the time your branch ukulele program is scheduled to happen.

Which branches are participating?

Arroyo Seco	Memorial
Art, Music & Recreation Dept (Central Library)	Platt
Chatsworth	Playa Vista
Cypress Park	San Pedro
Fairfax	Sherman Oaks
Hyde Park	Venice
Jefferson	Wilmington
Junipero Serra	Woodland Hills
Lake View Terrace	

How many kits can be borrowed per card, and for how long?

One kit per valid library card, which can be borrowed for **three weeks**.

What is the fine for a lost kit?

The kit includes a small instructional book, a tuner, and a case. It will be \$70 for a lost ukulele, \$15 for a lost case, \$10 for the tuner, and \$5 for the book. **So, if they lose the entire kit, the charge is \$100.** The ukes should all have a Charge/Discharge note alerting the patron of the fine for a lost item; if not, feel free to add one.

What is the late fine?

The same as for DVD's: **\$1 per day**.

How do they get checked out?

Scan the barcode on the orange tag, attached to the handle on the carrying case. The ukes are all in CARL, under the **BID # 5454355**.

How should they get returned? Do the ukes get cleaned?

Check to make sure the book, tuner, uke and case are all included, and scan the barcode back in. Also check to see that the tuner is turned off, to save battery life.

To clean the ukes, just run a not-too-wet antibacterial wipe over the nylon strings, and the tuning pegs. Wipe the wooden body with a microfiber cloth (will be sent to branches shortly) to minimize smudging.

What if a uke gets damaged, or if a string gets broken? Are there replacement ukes and accessories?

Replacement instruments are available. Broken strings, though rare, are part of normal wear and tear, but we will have lots of extra strings, as well as tuners (and batteries), cases, and also the included chord books.

Are the kits renewable?

They are not renewable, but obviously, patrons can check them out as often as they would like. However, branches can set their own limits on the number of times a kit can be borrowed by the same patron before it must be made available for someone else to borrow.

Where should the kits be displayed?

The kits should be displayed in the included wooden expandable shelving unit, somewhere secure behind your circulation desk, but visible to patrons. It's recommended that you keep the collection of books/DVDs with the ukulele kits, to easily offer patrons materials that will help them learn.

Will the kits appear in the catalog? Can they be placed on hold?

They will **not** appear on the public catalog, and will not be holdable. They will be available on a first come, first served basis in person, only in participating branches. However, if branches want to keep a formal or informal waiting list, they are welcome to.

Can kits be returned at a different branch from where it was checked it out?

No; the kits should only be returned to the branch from which they were borrowed.

Can they be left in the book drop?

They won't fit in the book drop, so they should only be returned in person at the circulation desk.

Do you need to know anything about ukuleles, or know how to play or tune it to check it out to patrons?

No, but it sure is easy enough to learn how to get started if you want to! See the [Tuning Your Ukulele](#) handout, if you would like to learn how to tune it, or attend a training if you'd like to learn how to get started playing it. Patrons will have fun playing around with them and figuring them out on their own, so you don't need to worry about it.

If you need anything uke-related, have any questions, concerns, suggestions, song recommendations, or program ideas, call **Marc Horton** at the **Wilmington Branch** or email **mhorton@lapl.org**.