

TECHNOLOGY EQUIPMENT USE POLICY

I. Rules of Use.

The Brandon Township Public Library offers equipment for public use subject to the following rules of use:

- A. Eligibility for Checkout. Equipment can only be checked out by patrons with a Brandon Township Public Library card in good standing. Equipment may only be borrowed by patrons 18 years of age and older (“Borrower”).
- B. Use.
 - 1. Equipment may be placed on hold or checked out on a first-come, first-serve basis.
 - 2. A Borrower is allowed to borrow one laptop and/or one hotspot at a time.
 - 3. Food and drink are not permitted near equipment.
- C. Unattended Equipment. Equipment may not be left unattended.
- D. Problems with Equipment. Borrowers who experience problems with the functioning of equipment should notify library staff, and should not try to troubleshoot or correct problems themselves.
- E. Saving Documents. Borrowers may save files to their own personal USB device (flash drive.) Do not save files to the computer's desktop, as they will be deleted when returned to the library.
- F. Policies; Internet Use Policy. Borrowers are subject to all of the Brandon Township Public Library's Policies, including but not limited to the Internet Usage Policy.
- G. Prohibited Use. Patrons may not install software on the laptops. Patrons may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.

II. Checkout and Return Procedures.

- A. Checkout Procedures:
 - 1. Equipment has a 21-day loan period. They may be renewed one time if there are no holds for another patron.
 - 2. Borrowers must present a valid library card in good standing from the Brandon Township Public Library to check out equipment.
 - 3. Borrowers must sign the Equipment Borrower Agreement form each time they check out equipment. Renewals do not require a new agreement.

4. Equipment may be loaned with power cords, batteries, and mice, and the Borrower is completely responsible for the use and safety of the equipment. The Borrower is responsible for all costs resulting from theft, misuse, damage, or neglect of the laptop, power cord, battery, and mouse while in their possession. The replacement cost for the hotspot is \$90, laptop is \$300, power cord \$50, battery \$100, and mouse \$20.

B. Return Procedure.

1. Equipment may be checked out for a 21-day period and may be renewed if they have not been reserved. Equipment will not automatically renew.
2. Equipment must be returned at the Circulation Desk and not through an outside or inside return slot.
3. Hotspots that are not returned by the designated due date will have the service shut off, making the device unusable.

III. Enforcement and Violations.

The Brandon Township Public Library reserves the right to suspend or revoke laptop use privileges at any time pursuant to the Library's *Patron Behavior Policy: V. Violation and Appeal Section*. Since the failure to return Library materials would be considered a crime, law enforcement may be contacted if the Borrower fails to return equipment when required.

Brandon Township Public Library Technology Equipment Use Agreement

By signing this agreement, I acknowledge that I have read and agree to abide by all the guidelines of the Brandon Township Public Library Technology Equipment Use Policy. I understand that failure to comply with the Technology Equipment Use Policy will result in computer privileges being suspended or revoked. I agree to be responsible for any costs of repair and/or replacement of the laptop or equipment checked out in my name that is assessed by the Brandon Township Public Library pursuant to the Technology Equipment Use Policy.

Signature of Borrower

Print Name of Borrower

Address

City/Zip

Phone #

Date

Staff Signature

21866:00001:5474524-1