

# Technology Equipment Use Policy

## Policy Statement

The Brandon Township Public Library offers equipment for public use subject to the following regulations.

## Definitions

- A. Take Home Equipment Technology equipment on loan that is available to be checked out and removed from the Library.
- B. In-Library Equipment Technology equipment on loan that is available to be checked out but is not to be removed from the building.

## Regulations

- 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. Take Home Equipment may be placed on hold or checked out on a first-come, first-serve basis.
  - 2. Limit one (1) type of technology equipment item per household, per checkout
  - 3. One week waiting period between equipment checkouts.
  - 4. Food and drink are not permitted near equipment.
  - 5. In-Library Equipment is checked out on a first-come, first serve basis.
- C. Unattended Equipment Borrowers are responsible for costs incurred from damage or theft of any unattended equipment.
- 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 devices. Patrons may not alter, delete or copy any software loaded on a device or otherwise change its existing configuration.

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## Checkout and Return Procedures

### A. Checkout Procedures: Take Home

1. Equipment has a 10-day loan period.
2. Borrowers must sign the Equipment Borrower Agreement Form each time they checkout a device.
3. Borrower assumes full responsibility for the cost of repair or replacement in the event that the device or components are lost, stolen, or damaged. The library staff will assess the technological issues and charge the borrower accordingly.

### B. Checkout Procedures: In-Library Equipment

1. Equipment checkout during library open hours.
2. Equipment must be returned 15 minutes before the library closes.
3. Equipment may not be removed from the building.
4. Borrower is responsible for equipment while it is in their possession and assumes full responsibility for the cost of repair or replacement in the event that the device or components are lost, stolen, or damaged. The library staff will assess the technological issues and charge the borrower accordingly.

### C. Return Procedure

1. Equipment must be returned at the Circulation Desk and not through an outside or inside return slot.
2. Equipment not returned by the designated due date will have the service shut off, making the device unusable. Two (2) late returns will result in a 90-day equipment ban.

## Enforcement and Violations

The Brandon Township Public Library reserves the right to suspend or revoke technology equipment 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.

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## TECHNOLOGY EQUIPMENT CHECK OUT BORROWER AGREEMENT

Patron Name: \_\_\_\_\_

Library Card #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Item(s) Borrowed (barcode #): \_\_\_\_\_

Check-out Date \_\_\_\_\_ Due Date: \_\_\_\_\_

**Note: the item(s) must be returned on the due date before closing time.**

I understand that I am fully responsible for the item(s) borrowed above (the term "Item" includes the item referenced above and any and all of the accessories for that item) and for the safe and timely return of the Item(s) to a library staff member. **If the Item(s) or any part of the Item(s) are damaged, lost, or stolen, I understand that I am responsible for all applicable charges.** My signature below indicates that I have read, understand, and agree to the terms of the Technology Equipment Use Policy and to pay for any items that are damaged, lost or stolen as determined by the Library. I agree to return the Item(s) by the due date and time listed on this Borrower Agreement. If the Item(s) are not returned by the due date, I understand that the library has the authority to contact law enforcement to recover the Item(s) and that I may be subject to criminal charges. In addition, I grant my written consent for the Library to provide any information to law enforcement that is necessary to recover or assist in the prosecution regarding the Item(s) not returned by the due date or if the item is returned with data that is determined to be illegal.

In being permitted to borrow the Item(s), I hereby voluntarily waive, release, and discharge and covenant not to sue the Brandon Township Public Library, its successors, assignees, officers, agents, employees and volunteers (the "Releasees") for any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages of death, personal injury, property damage and loss of data, and from any and all liabilities, damage, injuries, actions or causes of action either at law or in equity, whether caused by any defect in the Item, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing or use of the Item.

This is a legally binding release, waiver, discharge and covenant not to sue, made voluntarily by me, the undersigned releaser, on my own behalf, and on my behalf of my heirs, executors, administrators, legal representatives and assigns.

Signature of Borrower: \_\_\_\_\_

Date: \_\_\_\_\_

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