

Columbia Township Library

Technology Lending Policy Adopted 12/18/2017, Updated 2/18/2019

The Columbia Township Library has mobile hotspots and laptop computers available for patron checkout. This lending program is designed to acknowledge the fundamental importance of equal access to the internet and technology in modern society. By providing the means to access the internet at home, the Library can help connect members of the community to important resources and services even when the library building is closed.

Conditions for Borrowing:

- Laptops and hotspots may be borrowed by Columbia Township Library card holders ages 18 and above with a valid library card in good standing. The loan period is one week. Technology lending is primarily available on a first-come, first-served basis. A limited number of devices are available for reserve.
- At the time of first laptop or hotspot check-out, a patron must complete a Technology Lending Agreement form. Once a laptop or hotspot is checked out to a patron, it becomes the responsibility of that patron per the Technology Lending Agreement.
- Laptop and hotspot checkout is limited to one per household (per device) at any given time. Any returned device must remain in the Library for 24 hours before a patron, or another patron living in the same household, may check it out again. Patrons may not coordinate returns so that another patron is guaranteed an available device for checkout.

Conditions for Use:

- Any use of a laptop or hotspot for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- Laptops and hotspots must be returned in person to the circulation desk, and may not be returned in the book drop. Devices returned in the book drop will result in a \$5.00 fine.
- The overdue cost for the item is \$1.00 per day. If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on laptops.

Conditions for Loss & Damage:

- The Library reserves the right to charge the borrowing patron's account for the cost of repairing or replacing a damaged device at the Director's discretion. Borrowing patrons will not be held liable for damage that the Library judges to be the result of normal wear and tear.
- Borrowing patrons will be charged for the cost of replacing a lost device.
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Technology Lending Agreement

Please read the following terms and conditions for borrowing laptops and mobile hotspots from the Columbia Township Library, and sign below.

- Files cannot be permanently saved to laptops – they are equipped with DeepFreeze software that erases changes made to the computer after every reboot. Borrowers are responsible for saving files in an alternate way (e.g. cloud storage or USB drive).
- Laptop and hotspot checkout is limited to one per household (per device) at any given time. Any returned device must remain in the Library for 24 hours before a patron, or another patron living in the same household, may check it out again. Patrons may not coordinate returns so that another patron is guaranteed an available device for checkout.
- Any use of a laptop or hotspot for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- Patrons may call the library to request a reserve on a device. Patrons will be notified by telephone when their device is available, and will have until close of business the next day to pick up their device. If it is not picked up, the hold will be cancelled. Reserves cannot be placed for a specific time period.
- Devices must be returned in person to the circulation desk, and may not be returned in the book drop. Devices returned in the book drop will result in a \$5.00 fine.
- The overdue cost for the item is \$1.00 per day. If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device.
- The Library reserves the right to charge the borrowing patron's account for the cost of repairing or replacing a damaged device at the Director's discretion. Borrowing patrons will not be held liable for damage that the Library judges to be the result of normal wear and tear.
- Borrowing patrons will be charged for the cost of replacing a lost device.

I understand I am responsible for any misuse, damage, or loss of Library-owned devices that I check out, and I agree to the terms and conditions in this Technology Lending Agreement.

Name (Please Print)

Phone Number

Signature

Date