

# **Woods Memorial Library – Barre, MA**

## **Technology Lending Policy**

*Update approved by the Board of Library Trustees on July 14, 2021*

### **Introduction**

The Woods Memorial Library strives to provide the Barre community with the finest literary, informational, and recreational resources. Supporting this vision, the library offers patrons a collection of devices that may be borrowed through its Technology Lending Program.

### **Equipment Description**

Available items may include a variety of laptops and/or tablet computers, the library telescope, children's Launchpads, and other new technology. The collection will be periodically refreshed with new purchases, and older devices removed from service.

Devices are made available for two levels of use and are labeled as such:

- In-House: these devices may only be used inside the library building.
- Take-Home: these devices may be used inside, on, or beyond the library building and property.

For more details about specific library equipment, please see below.

### **Borrowing Requirements**

All patrons are required to sign the library's *Technology User Agreement* each time they borrow a device, acknowledging that they have read, understand, and agree to follow it and this policy.

All borrowers must present a valid C/W MARS library card in good standing. Some devices may have additional ID requirements specified in the *Technology User Agreement*.

Devices labelled for In-House Use may only be borrowed by patrons aged 12 years or older.

Devices labelled for Take-Home Use may only be borrowed by patrons aged 18 years or older.

Devices available in the Children's Library are intended for use by children aged 11 or under; however, these items may only be checked out by a parent or guardian aged 18 years or older.

Borrowers accept full responsibility for any devices and accessories checked out, including supervising devices and content if used by others.

### **Borrowing Process**

All devices are available on a first-come, first-served basis. Library staff will create a daily waitlist for in-house use devices as needed.

Unless otherwise specified, patrons may borrow only one of each type of device at a time.

## **Borrowing Process (cont.)**

Borrowers may not pass devices to other users. If they wish to give a device to another patron, they must return it to a library staff member at the circulation desk from which it was borrowed so that the other patron may check it out on a first-come, first-served basis.

All devices and their accessories must be returned to a staff member at the Barre Library Circulation Desk from which they were borrowed, not placed on an unstaffed desk, in a book drop, or returned to another library.

**In-house use devices** are lent for up to three hours and may not be removed from the building. The countdown for the borrower starts the moment a staff member checks out the equipment through the automated circulation system. The staff member will mark the “due back” time on the lending slip that accompanies each device and remind borrowers that it must not remain unattended. The borrower is liable for the device and accessories while it is checked out. Library staff will retrieve any in-house devices left unattended or used by unsupervised children aged 11 and under.

**Take-home use devices** are lent out for one or two-week periods and may or may not be eligible for renewal, as described for each device below. The borrower is liable for the device and accessories while it is checked out to them.

## **Overdue and Unreturned Devices**

The circulation system will assess fines on an overdue device as soon as the loan period elapses. See below for each device’s loan period, overdue fees, and total costs for loss/damage/misuse.

Borrowers are responsible for the safety and proper use of devices and their accessories—including any loss that results from accident, theft, misuse, or neglect—and all costs associated with loss of each device and/or accessories. Borrowers will be charged the full replacement cost for any devices and/or accessory parts not returned, including software if applicable.

Borrowers who engage in unauthorized removal of in-house use devices and/or failure to return take-home devices will be subject to disciplinary measures that may include indefinite banishment from the library. The library will report unauthorized removal of in-house use devices from the library and/or failure to return take-home devices to the Barre Police Department as property theft, with full borrower information provided.

## **Damaged and Misused Devices**

Borrowers are responsible for the safety and proper use of devices and their accessories—including any damage that results from accident, theft, misuse, or neglect—and all costs associated with damage to each device and/or accessories. Misuse includes tampering with or troubleshooting any library equipment, accessories, software, or programming, as well as attempting to bypass security functions and/or load files, software, apps, and/or attaching equipment not designed for use with the devices.

## **Damaged and Misused Devices (cont.)**

Borrowers will be charged for devices and/or accessories returned in a damaged or misused condition. Repair charges may include cleaning, reapplication of property labels, or reinstallation of software. If repairs are not possible, borrowers will be charged the full replacement cost for any devices and/or accessory parts, including software if applicable.

Borrowers who return devices with evidence of damage, excessive wear, or misuse on multiple occasions may have their circulation privileges restricted and/or suspended.

## **Personal Content**

Personal data and files are automatically erased from devices every time they shut down. The library accepts no responsibility for lost, damaged, or stolen data and/or files. Patrons wishing to save data may do so on compatible media that they provide, and may inquire at the main desk regarding the availability of media for sale. Patrons are encouraged to save content to personal cloud-based storage accounts. The library does not provide patrons with cloud-based accounts for storage of personal data on library devices.

## **General Considerations**

Devices may be unavailable for patron use when a library training session is scheduled.

The library's *Internet and Wireless Use Policy* applies to both patron-owned and library-owned internet-enabled devices when used on library property. Patrons violating the terms of library policies may have their privilege of using devices and other library computers suspended.

A parent or guardian aged 18 years or older may check out an in-house use laptop for children aged 11 or under, and will be responsible for supervising use of the device and content. Children left unattended using in-house laptops will be asked to return the device.

Borrowers are responsible for the safety and proper use of devices and their accessories—including any damage or loss that results from accident, theft, misuse, or neglect—and all costs associated with loss or misuse of, or damage to, each device and/or accessories.

Any missing, damaged, or misused items will result in charges. Borrowers who return devices with evidence of wear and/or misuse on multiple occasions may have their circulation privileges restricted and/or suspended.

Devices labelled for in-house use may not be removed from the library building. Unauthorized removal and/or failure to return devices will be subject to disciplinary action that may include indefinite banishment from the library.

## **Devices for Take-Home Use**

### **Blu-Ray/DVD Player (Main Circulation Desk)**

Included: Carrying case, Blu-Ray/DVD Player, remote control, HDMI cable, AV cable, user manual.

Borrowing period: Seven (7) days; one renewal. After the fourteen-day period the device will be considered lost.

Late fee: \$1 per day, not to exceed \$10 if returned after it is considered lost.

Total cost for loss/damage/misuse: \$120 or current market value, whichever is higher.

### **Chromebooks (Main Circulation Desk)**

Included: Chromebook, laptop case, charging cord, laminated sheet with barcode and login instructions.

Borrowing period: Seven (7) days; no renewals. After the seven-day period the device will be considered lost.

Late fees: \$5 per day, not to exceed \$50 if returned after it is considered lost.

Total cost for loss/damage/misuse: \$250 or current market value, whichever is higher.

### **Telescope (Main Circulation Desk)**

Included: Laminated user's manual, night sky map, headlamp/red light, Audubon Society pocket guide, pouch on telescope, storage bin with lid.

Borrowing period: Fourteen (14) days; no renewals. After the fourteen-day period the device will be considered lost.

Late fees: \$5 per day, not to exceed \$50 if returned after it is considered lost.

Total cost for loss/damage/misuse: \$350 or current market value, whichever is higher.

### **Children's Launchpads (Children's Circulation Desk)**

Included: Carrying case, tablet with silicone cover, USB charging cable, outlet plug for charger.

Borrowing period: Seven (7) days; one renewal. After the fourteen-day period the device will be considered lost.

Late fee: \$1 per day per Launchpad, not to exceed \$10 each if returned after it is considered lost.

Total cost for loss/damage/misuse: \$150 or current market value, whichever is higher.

## **Devices for In-House Use**

### **Laptops (Main Circulation Desk)**

Included: Laptop.

Borrowing period: Three (3) hours.

Late fees: \$2 per hour. The device will be considered lost if not returned by closing time on the day it was borrowed.

Total cost for loss/damage/misuse: \$500 or current market value, whichever is higher.