

IN-HOUSE TECHNOLOGY LENDING PROGRAM

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 include a variety of laptops and/or tablet computers; and other new technology. The collection will be periodically refreshed with new purchases. Older items may be removed from service.

BORROWING REQUIREMENTS:

Patrons may borrow a device by presenting their full serve C/W MARS library cards. Only library cardholders whose accounts are current and in good standing may check out a device.

Devices available in the Children's Library are intended for those who are age 11 or under; these items must be checked out by a parent or guardian 18 years or older. Parents/guardians are fully responsible for the device checked out; and are responsible for supervising use of device and content. Children left unsupervised using laptops will be asked to return the device.

Young Adult patrons ages 12 and older may check out devices for their own personal use on their own cards. They may not check out launchpads without an adult.

BORROWING PROCESS:

Library Devices are available on a first come, first served basis without renewals. An in-house daily waitlist will be created by staff as needed. Devices are lent for up to three hours. The countdown for the borrower starts the moment the 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.

Staff will remind borrowers at the time of each check out that the device must not be left unattended. The borrower is liable for the device while it is checked out to them. Devices must be returned to the same desk from which they were borrowed.

PERSONAL CONTENT:

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 computer training session is scheduled.

The Internet and Wireless Policy of the Woods Memorial Library applies to both patron-owned, and library-owned devices when used in the library. Persons violating the terms of library policy may have their privilege of using devices and other library computers suspended.

OVERDUE AND UNRETURNED DEVICES:

The circulation system will assess fines on an overdue device once the loan period has elapsed. Borrowers who return devices late will be fined \$1.00 per half-hour.

Borrowers may not swap laptops with other users. If they wish to pass the laptop to another patron, they must return the computer to a staff member so that patron may check it out on a first-come-first-served basis.

Borrowers will be charged the full replacement cost for any device and its accessory parts (typically device cover, power cord, and/or adapter) not returned. The borrower will be charged for a device returned in a damaged condition, which may include repairable damage requiring cleaning, reapplication of property labels, and reinstallation of software. Borrowers who routinely return devices with evidence of excessive wear or misuse may have their borrowing privileges suspended.

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