

ELECTRONIC DEVICE LENDING POLICY

Adopted by C.A. Friday Memorial Library Board of Trustees: 3/2/2021

Revised: 9/05/23

Supersedes: Launchpad Lending Policy and Mobile Hotspot Lending Policy

Friday Memorial Library provides materials in a variety of formats to meet the educational, informational and recreational needs of the community and offers a selection of electronic devices for loan. The selection and availability may change based on technology needs and trends.

Borrowers must present a valid Classic or Institutional library card, in good standing, to check out an electronic device. All juvenile card holders will need consent from a parent or guardian to borrow devices.

Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while it is in their care. Safe-keeping includes, but is not limited to ensuring the electronic devices are kept in temperature-controlled environments and protected from physical damage. Borrower is responsible for damaged and/or missing pieces of the lent items. Borrower agrees to cover the cost of damage and/or replacement costs, as determined by the library and listed on the case.

The Library is not responsible for clearing stored data or logins from electronic devices after they are returned. Borrowers are responsible for removing any files or downloads that occurred while the device was checked out. Borrowers may not register the device with personal credit cards. The Library will not reimburse borrowers for any purchases made on the device.

Deliberately altering any files, or modifying the configuration of Library owned equipment is strictly prohibited.

The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure, data loss or interruption of service during use. Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to the electronic devices checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.

Some devices may offer access to the internet. Performance of said devices may vary depending on location and coverage. The Library is not liable for any content accessed or published online. The Library recognizes what is acceptable for one person or family may not be for another. It is

the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate.

Any use of the device for illegal purposes, unauthorized copying of copyright protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

The borrowed electronic device is not considered returned until all the items associated with it, including (but not limited to) adapters, cords, instructions and carrying case, have been returned to the library in good condition. If any items are missing upon return, the library reserves the right to refuse acceptance of the equipment until all items are returned

The Library will shut down the connection for any electronic device not returned by the due date. This will make the device unusable and could result in reinstatement or replacement charges. Failure to pay any damages or loss associated with the use of any electronic devices owned by Friday Memorial Library may result in being banned from using library services or entering the building. Additionally, failure to return a device or pay the replacement fee may result in civil or criminal action being taken.

Loan rules for specific devices are outlined in the Circulation Policy.

The library reserves the right to deny the use of electronic devices to any borrower, including those that frequently violate the Policy or User Agreements. Friday Memorial Library also reserves the right to limit the number of devices depending on demand.

Borrowers agree to abide by all library policies and procedures.