

Technology Lending Policy

Stokely Memorial Library

Stokely Memorial 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.

The Library's digital toolbox consists of the following items:

- One laptop computer
- One mobile hotspot
- One wired mouse
- One travel case
- One USB drive (this will become patron property at the end of the checkout period)

Patrons who borrow a digital toolbox or hotspot from the Library must sign an agreement to the following terms and conditions:

Conditions for Borrowing:

- Digital toolboxes and hotspots may be borrowed by Stokely Memorial Library card holders ages 18 and above with a valid library card in good standing and a current utility bill. 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 toolbox 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.
- Toolbox and hotspot checkout is limited to one per household at any given time. A household may not have both a digital toolbox and an individual mobile hotspot checked out concurrently. 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 toolbox 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.
- Toolboxes and hotspots must be returned in person to the circulation desk, and may not be returned in the book drop. No exceptions will be made.
- 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. A toolbox kit will be billed to the patron at a cost of \$550. A hotspot will be billed to the patron at a cost of \$120.
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.
- Laptops are equipped with theft recovery software. The Library reserves the right to turn overdue accounts over to appropriate authorities if items are not returned in a timely manner.

Patrons who borrow a digital toolbox or a hotspot from the Library may be asked to complete a survey about their usage of the items after they return them. Survey information will be collected to help Library personnel improve services. All information obtained from the survey will be kept confidential.

I have read the above terms and conditions and agree to be responsible for the material borrowed as well as for fines incurred, including charges for lost or damaged material.

_____ date _____

Signature