



# Piedmont Regional Library System Technology Lending Policy

Approved by Piedmont Regional Library System Board of Trustees, July 2021

Please read and sign. Staff will provide you with a copy.

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The Piedmont Regional Library System has established a Technology Lending Program to provide patrons in our community with the technology they need to be successful in today's high-tech society. Examples of devices include mobile hotspots, laptops, and Chromebooks (list is not inclusive.)

**Device checkouts are intended for short term use. They are not to be used as a source of long-term technology.** Examples of benefits of borrowing technology on a short-term basis include:

- ❖ Trying out a device that you are considering purchasing
- ❖ Needing short-term Internet access during a move
- ❖ Practicing with various technology in preparation of a job interview
- ❖ Use while waiting for repair or replacement of your usual device
- ❖ Use while traveling

## Rules of Conduct

Severe infractions as determined by library staff may result in the loss of library privileges and/or possible prosecution.

- Devices are available on a first-come, first-served basis. They may not be reserved.
- Devices should be kept in a temperature-controlled environment; do not leave them in a car.
- Number of checkouts per household may be restricted by library staff.
- Patron must be 18 years of age or older and must read and sign this agreement in the presence of a library staff member each time a device is checked out.
- A valid Piedmont Regional Library System-issued library card and a current government-issued photo ID must be presented at the time of checkout.
- Patron must be in good standing with the library, with a current address on file and no fines.
- Devices must be returned to a library staff member during open hours to the library where they were checked out.
- Devices are checked out for 1 week with no renewals. Overdue devices will be deactivated.
- A returned device must remain in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- After two instances of overdue devices or after a two-week overdue device, there will be a six-month suspension from checking out any technology
- **After any lending abuse as determined by library staff, patrons may be suspended from checking out any technology for a minimum of six months.**

NOTE TO PARENT/GUARDIANS: Internet content filtering is NOT provided through the Mobile Hotspot. Parents/Guardians are responsible for monitoring what their children access via the Wireless Hotspot.

## Fines and Liability

- The overdue fine for devices is \$5.00 per day.
- If a device is overdue over two weeks, the patron will be charged the full replacement cost.
- Patron will be charged \$10 for a device returned to a book drop or to another library.
- The patron is responsible for costs associated with loss, damage or reactivation for devices and/or peripherals.

Device replacement costs vary and start at \$100 minimum. Exact costs are listed in the PINES computer system. In addition, peripheral replacement costs are:

- Power Adapter: \$10
- Power Cord: \$10
- Case: \$20

Library staff have informed me of the loan requirements and I have agreed to them, including whether the item is:

- ✓ Library Use Only or is able to be removed from library premises;
- ✓ What the loan period is;
- ✓ What the late fees are;
- ✓ What the maximum charges could be for damages to the item under my care.

**I agree to:**

- Abide by the Piedmont Regional Library System Technology Lending Policy.
- Pay an overdue fine if returned late.
- Pay full replacement costs should any device or any peripheral be stolen, lost, or damaged.
- Use reasonable care to prevent damage to the borrowed device and assume full financial and personal responsibility for any risks of loss or damage that may be sustained as a result of any act of negligence by me.

I hereby release, waive, discharge, and agree to hold harmless for any and all purposes, Piedmont Regional Library System, its elected officials, officers, directors, agents, trustees and employees from any and all damages, losses, liabilities, claims, bodily injury or personal injury, including death or identity fraud, that may be sustained during my use of the borrowed device.

I have read this entire document and my signature below indicates my agreement with the above statements.

Print Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Library Card Number:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

I understand that the Mobile Hotspot does not provide content filtering.

\_\_\_\_\_ Patron Initials

I agree that the device is in working condition upon checkout.

\_\_\_\_\_ Patron Initials

\_\_\_\_\_ Staff Initials

\_\_\_\_\_ Date \_\_\_\_\_ Time

<p><b>For Staff Use Upon Return:</b></p> <ul style="list-style-type: none"> <li>• Date: _____</li> <li>• Time: _____</li> <li>• All components returned? Yes _____ No _____</li> <li>• Fees charged? _____</li> </ul> <p><b>Staff Name</b></p> <p>_____</p>
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