

# Carrollton Public Library

## Electronic Device Lending Program Policy

*Approved August 25, 2020*

*Revised May 25, 2021*

The Carrollton Public Library is pleased to loan laptops, Chromebooks and iPads to patrons to increase their access to the Internet and the library's many digital resources. Electronic devices are to be used for distance learning opportunities, telehealth strategies, and internet connectivity.

- Laptops have Window 10 Operating Systems with Microsoft Edge for internet connection and apps such as Microsoft Office including Microsoft Publisher, Word, Power Point, and Excel as some of its features. Windows laptops are wireless enabled however do not have a data plan.
- The Chromebooks have the Google platform Chrome enabling apps such as Google Docs, Google Sheets, Google Slides, and Google Drive as its features. Chromebooks are wireless enabled however do not have an internet plan.
- Apple iPads have the Apple Operating System with apps such as Safari for internet connection. The iPads do not have their own internet plan.

### ELIGIBILITY AND LOAN PERIOD

- The Carrollton Public Library lends electronic devices to patrons ages eighteen (18) and older with library cards in good standing (no fines, fees, or unreturned items on account for the household).
- Parents and/or caregivers can check out electronic devices for their children's use for educational purposes with the understanding the devices are CIPA (Children's Internet Protection Act) compliant.
- Electronic devices are available on a first-come, first-served basis and the loan limit is one (1) electronic device per household at any given time.
- The lending period is 2 (two) weeks.
- The electronic devices can be reserved or placed on hold.
- The electronic devices will not loan or be sent in delivery to other Missouri Evergreen libraries.
- The Carrollton Public Library reserves the right to refuse rental to anyone.

### CHECKOUT, RETURNS AND LOST/DAMAGE FINES

- To borrow an electronic device, a patron must present their library card to the Circulation Staff and complete a loan agreement form. Once an electronic device is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility.
- The patron is responsible for damage, loss, theft and/or International Roaming charges accrued due to data usage outside of the United States.
- If any technical problems are encountered, patrons should return the electronic device immediately to the Circulation Staff.
- Device will become deactivated after it becomes overdue.
- Electronic devices MUST be returned to a staff member at the Carrollton Public Library Circulation Desk and may not be returned in the book drop or at another library system.
- An overdue charge of \$10.00 per day up to the full replacement cost (detailed below) will be charged for an electronic device that is not returned. Overdue electronic devices will have Internet access deactivated within 48 hours beyond their due date and cannot be reactivated by the patron.
- Patrons are responsible for replacement costs if the electronic device or any parts are lost, stolen, damaged or not returned:

#### **Item Replacement Cost**

Windows Laptop \$500.00

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Google Chromebook \$300.00  
Apple iPad \$400.00  
USB Type-C Charging Cable & AC Adapter \$15.00  
Carrying Case \$25.00  
Computer mouse & USB \$15.00

- Repeated attempts by library staff to secure the return of device(s) and/or components will result in the suspension of privileges for technology.
- Regarding unresolved fees or fines, the Carrollton Public Library will send a letter to the patron/household responsible for the fees or fines and carbon copy the letter to the Prosecuting Attorney.

## **INTERNET, DEVICE AND INFORMATION USE/MISUSE**

While using the library's electronic devices patrons are governed by the same rules as the Library's Internet Policy. Patrons are responsible for the Internet use of any minors while using the electronic device.

The Carrollton Public Library is not responsible for any liability, damages or expense resulting from the use or misuse of the electronic device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.

The Carrollton Public Library is not responsible for any information a user accesses and encounters using an electronic device or any actions a user takes while online. Using the electronic device to access any online content determined to be illegal or obscene according to federal, state or municipal law will result in the revocation of electronic device borrowing privileges and potentially criminal prosecution. The user will not tamper with the electronic device (hardware and software), or attempt to open, repair or modify the electronic device in any way.

## **PRIVACY TERMS**

User Internet usage is not tracked by the Library or the Internet service provider. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data the Library collects about the electronic devices are the following:

- Total amount of data transmitted and received by each device during a billing cycle, and
- Anonymous circulation data related to the number of checkouts of each device.

The Library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., user names, passwords, credit card information, etc.).