

## Schiller Park Public Library

### Technology Lending Policy

#### Overview & Eligibility

The Schiller Park Public Library has technological devices available for checkout including hotspots, tablets, and laptops. To be eligible to checkout one of these items a patron must be:

- Age 18 or older
- A Schiller Park Public Library card holder with an account in good standing

Borrowers are expected to be self-directed in the use of library owned technology devices and be able to follow any written instructions for use of the devices as provided by the library. If patrons experience problems with laptop hardware or applications, or have questions, they should ask for assistance in the computer lab. Library staff may not always be available or able to provide technical support.

#### Loan Periods

Devices will be checked out on a first-come, first-served basis and cannot be reserved.

Device Type	Loan Period	Allow Renewal
Laptop Computers	<b>In-house use only*</b> 2-hour time limit	May renew during the same business day up to 3x if no one else is waiting
Tablets and Hotspots	3 weeks	No renewals

\*The library's laptops may only be used inside the library building. Removal of a library laptop from the library will be considered theft. All applicable laws will apply.

#### Terms and Conditions

##### Checkout and Use

- Patrons must present a current Schiller Park Library Card and a current/valid state photo ID to be eligible for checkout of technology devices. Patrons who do not present both a Schiller Park Public Library Card and a current/valid state photo ID will not be eligible to check out a library owned device.
- Patrons must sign a copy of this Technology Lending Policy each time they check out a library owned device.
- Limit of two (2) technology devices may be checked out on a library account at a time.
- Library owned technology devices are equipped with internet filtering software. Upon checkout, adults may request that this filtering software be disabled. The Library cannot disable this software remotely.
- Patrons may not install any software onto Library owned technology devices.
- Patrons may not alter, delete, or copy any software loaded on Library owned technology devices or otherwise alter their existing configuration.
- The library's Internet Use policy applies to the checkout and use of library owned technology devices.

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Device(s) borrowed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

### Check In/Return

- **Library owned technology devices must be checked in/returned at the Circulation Desk only – do not return via the outdoor bookdrops.**
- Library owned technology devices will be inspected by Library staff upon return prior to being discharged from a patron's account.
- If a Library owned technology device is not returned on the due date, it will be disabled.

### Liability

The borrower is responsible for verifying the current condition and functionality of the library owned technology device and the presence of accessories prior to checking out a device.

**Patrons assume the cost to repair or replace any Library owned technology devices and/or accessories in the event that the items are lost, stolen, damaged, or never returned.** The Library will not accept replacement electronics or accessories in lieu of payment.

Device/Accessory	Estimated Replacement Cost as of May 2023 (subject to change based on current market rate)
iPad	\$825
Chromebook – Asus model	\$300
Hotspot	\$15
Carrying Case	\$15
Charging cables/adapters	\$5

These charges will automatically appear on your account if a device or an accessory is not returned after forty-two (42) days per our Circulation Policy or is returned damaged. The borrower's library account will be blocked from further use until the item(s) are returned or fees are paid.

Patrons will no longer be allowed to borrow library owned technology devices if they do any of the following on three (3) occasions:

- return library owned technology devices after the due date
- fail to return an accessory for a library owned technology device
- return library technology devices in the bookdrop

### Disclaimer

- The Schiller Park Public Library will not be held responsible for damage to any removable drives or devices (including but not limited to CDs, DVDs, flash-drives, headphones, microphones, etc.) used in conjunction with or connected to Library owned technology devices.
- The Schiller Park Public Library will not be held responsible for loss of data or files that may occur while using Library owned technology devices. Users wishing to save files they have created must do so externally, as all created files will be wiped from the device after it is returned to the library.
- The Library will not be held responsible for any questionable content viewed or accessed by patrons on Library owned technology devices.

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Device(s) borrowed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_