

SOLDOTNA PUBLIC LIBRARY ELECTRONIC EQUIPMENT LOAN POLICY

The Soldotna Public Library maintains a limited inventory of electronic equipment such as laptops and tablets. These devices are for in-library use only, and cannot be taken outside the library.

Checking out devices

1. Patrons must be at least 13 years of age.
2. Patrons must hold a valid library card; patrons holding temporary or visitor cards cannot check out devices. A library card is considered valid if the patron's information is current and the account is in good standing.
3. Patron must sign an agreement form and present a valid library card or photo ID at the information desk to check out a library device. Library staff will retain the ID for the duration of the device loan period.
4. Patrons 13 to 17 years of age must have a parent or legal guardian sign an Electronic Equipment Agreement Form in person before the first check-out. The parent/legal guardian assumes responsibility for the device.
5. Generally devices may be checked out on a patron's card for no more than 5 hours. Under special circumstances, and with prior written permission (see Form 03.01.01 FACILITY USE AGREEMENT), electronic devices may be borrowed for longer periods of time in order to support special programs held in the Soldotna Public Library's Community or Conference Rooms.
6. Patrons may check out no more than two devices at the same time.
7. Devices must be returned to the Information Desk at least 15 minutes prior to closing.
8. Devices may not be checked out 30 minutes or less prior to closing.
9. Patrons may check out a power cord at the front desk. No other accessories are checked out with the device.
10. Electronic equipment will be available on a first come, first served basis; staff will not take reservations or keep waiting lists.
11. Electronic equipment may only be used in the library and may not be removed from the facility. Removal of the device from the library will constitute theft.

Library responsibilities

- The Joyce K. Carver Memorial Library is not responsible for any loss or damage to patrons' data or media due to viruses, hardware, software, electrical surge or failure, battery failure or any other cause while the patron is using library computer equipment.

- Staff will assist with basic computer usage questions, but are not available for extensive training. Users are expected to have a working knowledge of computers and programs.

Patron responsibilities

1. Patrons must agree to abide by the Soldotna Public Library Internet & Computer Use Policy. A copy of this policy is available upon request.
2. Electronic equipment should not be left unattended in the library. This is the sole responsibility of the patron who has checked out the device.
3. Devices must be returned to a library staff member and be checked in before the patron leaves the library. If a device is left on the counter and not checked in by library staff, the patron responsible for the device may have future device checkout privileges revoked.
4. If a device is damaged or stolen, the patron is responsible for the replacement cost of the device (\$599-\$1,400).
5. Patrons should be aware that wireless connections in the library are not secure, and should take appropriate precautions with personal information while using library computers.
6. No software installation from outside the library is permitted.
7. Special security software is installed that automatically erases anything saved to the hard drive when the devices are restarted. Devices do not have floppy disk or CD drives. Patrons are encouraged to use electronic data storage devices that are compatible with the computers. For patron convenience and depending upon availability, USB "flash" drives are available for sale at the service desk.
8. Earbuds or headphones must be used if the device's speakers are turned on; For patron convenience and depending upon availability, personal headphones are available for sale at the service desk.

The library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance with library policy. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy. A patron using a library device agrees to abide by the library's Electronic Equipment Loan Policy.

Approved by the City Librarian: 10/17/2016

Adopted by Library Board: 10/17/2016