

The E.G. Fisher Public Library In-House Technology Borrowing Policy

ELIGIBILITY

To borrow a piece of mobile technology or equipment for in-house circulation at E.G. Fisher Public Library, you must be an E.G. Fisher Public Library cardholder, in good standing (no fees, or over-dues) within the same household (all patrons living at the same physical address). Borrower must read and sign the In-House Technology Borrowing Agreement.

This policy includes mobile devices and equipment for In-House Circulation only. Chromebooks and mobile hotspots are not included in this policy. For circulation policy regarding Chromebooks or hotspots see Chromebook Lending Policy and Hotspot Lending policy, respectfully.

LOAN PERIOD AND AVAILABILITY

Mobile technology or equipment for in-house circulation at E.G. Fisher Public Library may be checked out until the close of the library on the same day.

Mobile technology or equipment checked out under the In-House Circulation Policy may not be removed from E.G. Fisher Public Library. Mobile technology or equipment must be returned to Library Staff at the Circulation Desk.

Failure to return mobile technology or equipment to the Circulation Desk prior to the close of business will result in an overdue fine of \$2 per day. Patrons who remove mobile technology or equipment checked out under the In-House Circulation Policy from E.G Fisher Public Library will be temporarily barred from borrowing any in-house mobile technology or equipment for a period of six (6) months.

COMPLIANCE

Loss of the device or damage will result in the addition of lost or damaged item fees on the patron account. If the borrower fails to pay the replacement cost of the lost device, they will be barred from checking out library materials.

The Library reserves the right to take appropriate action to insure compliance with this policy. Actions may include being barred from borrowing mobile technology or equipment for non-compliance.

Mobile technology or equipment is purchased by E.G. Public Library to provide the borrower with access to technology.

LIABILITY

The Library is not responsible for any liability, damages or expenses resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device.

The Patron should have a basic working knowledge of the mobile technology or equipment upon checkout. If any technical problems are encountered, the patron should return the device immediately to the Circulation Desk.

Fees for lost or damaged equipment or accessories will be based on the actual repair or cost to replace item.

The patron is financially liable for any lost, stolen, or damaged device.

Devices are reported as stolen to appropriate law enforcement agencies after one week overdue. The E.G. Fisher Public Library and/or the McMinn County Library Board may use any appropriate means to collect the amount owed for fees, damage, loss, or theft including the involvement of local authorities.

The device must be in working condition when it is returned, or replacement/repair cost will be added to the patron's account.

Parents/legal guardians are responsible for monitoring mobile technology or equipment accessed by juvenile library card holders.

ACCEPTABLE USE OF MOBILE TECHNOLOGY OR EQUIPMENT

- Respect for privacy of others.
- Compliance with copyright laws and licenses for individual data and programs.
- Consideration for the security and functioning of the device.

UNACCEPTABLE USE OF MOBILE TECHNOLOGY OR EQUIPMENT

- Uses for any purposes that violate applicable federal, state, or local laws including copyright laws
- Interfering with or disrupting the device
- Attempting to gain or gaining unauthorized entry to other computing information or communications sources or devices (hacking)
- Malicious, threatening, harassing, or obscene behavior or language
- Misrepresentation of oneself
- Activities that could cause congestion and disruption of networks and systems

POLICY SUBJECT TO REVISION

E.G. Fisher Public Library's "In-House Technology Borrowing Policy" is subject to review and revision as needed.

Mobile Devices and Technology for In-House Circulation

Device	Checkout limit per card	Replacement Cost
Laptop	1	\$800.00
Android Tablet	1	\$130.00
Playaway Tablet	3	\$150.00
Microphone	2	\$35.00
Webcam	2	\$55.00
Lighting Kit	2	\$50.00
Headsets	2	\$15.00