

## SOLDOTNA PUBLIC LIBRARY ELECTRONIC EQUIPMENT LOAN POLICY

The Soldotna Public Library maintains a limited inventory of electronic equipment.

### **Checking out devices**

1. Patrons must hold a valid library card. A library card is considered valid if the patron's information is current and the account is in good standing.
2. Patrons must verbally agree to the terms of use and present a valid library card or photo ID to check out a library device.
3. Patrons younger than 18 years of age must have a parent or legal guardian verbally agree to the terms of use before the first check-out. The parent/legal guardian assumes responsibility for the device.
4. Electronic devices may be borrowed for up to three weeks, and can be renewed one time if similar items are in stock. Devices may be placed on hold by Soldotna card holders, and will be held for 1 business day.
5. Devices must be returned to the Soldotna Library Service Desk.

### **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.

### **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. If a device is damaged or stolen, the patron must pay the replacement cost of the device (\$100-\$1,400).
3. No software installation from outside the library is permitted.
4. Personal files will be removed from devices upon return. Patrons are encouraged to save important files on USB storage devices or online.

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.

Reviewed by Library Board: 01/16/2023

Approved by the City Librarian: 01/16/2023