

Technology Lending Policy

Conditions for Borrowing:

- Laptops, tablets and hotspots may be borrowed by the John A Stahl Library patrons with a Library card in good standing. Borrowers must be 18 years of age and above. The loan period is one week.
- At the time of first technology check-out, a patron must complete a Technology Lending Agreement Form. Once the technology item is checked out to a patron, it becomes the responsibility of that patron.
- There is a limit of one laptop or tablet and one hotspot per household at any given time.
- Technology items must be returned to a person at the circulation desk and will only be checked in when it is verified that all accessories are present and in working order. **DO NOT USE THE BOOK DROP.**
- Borrowers must use their own Library card.
- The patron should inspect the device before leaving the Library. This will help prevent you from being responsible for any damage.

Technology items may be renewed if there are no reserves. However, the equipment must be physically present at the Library to be renewed. Loan period for all technology items is one week. Fines are \$10.00 a day. When the hotspot reaches 1 day past due it will be deactivated, rendering the device unusable.

Conditions for Use:

- Any use of the technology equipment for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- If a patron experiences problems with any technology equipment or has problems he/she should call the Library at 402-372-3831.
- The borrower will be held financially responsible for any damage to a device is he/she tries to troubleshoot problems without Library staff member guidance.

- The John A Stahl Library will assume no responsibility for damage to any removable drive or for loss of data or files that may occur due to viruses, software failure, network failure, electrical failure or any other cause.
- Do not save files to the laptops, use a flash drive.
- Laptops and tablets have no Internet filtering software. The Library will not be held responsible for any questionable content viewed or accessed. As with any Library materials, monitoring of a child's access to the Internet is the responsibility of the parent or legal guardian.
- Users are not permitted to install, delete or modify Library hardware or software.
- Files saved to the computer are automatically deleted at the end of each user's loan.
- As with any electronic device, protect the equipment from extreme temperatures.
- Do not leave the hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again.
- The borrower is responsible for the costs associated with damage or loss of any technology equipment. Replacement costs will be at fair market costs.
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.
- When technology device(s) are overdue 2 weeks the police will be contacted to help reclaim Library's property.

Approved by the Library Board 07/24/2023