

Electronic Device Policy
Delta County Libraries

Revision Approved December 14, 2011

In-House Use of Devices

Eligible Borrowers:

Electronic Devices may be checked out by patrons and guests with a library card. Library patrons must have an account in good standing and have no fines over \$5.00.

Loan Period:

Electronic devices are restricted to in-library use only and must not leave the library. Electronic devices may be checked out for a period of 1 hour, unless advance arrangements are made. Electronic devices will be available during regular hours of operation. Checkout will be on a first-come, first-served basis. School groups and other specialty groups may call ahead and reserve electronic devices for projects.

Responsibility:

The patron/guest to whom the electronic device is checked out will be responsible for any loss or damage that occurs before the device is returned to the staff at the service desk. The patron will be responsible for up to the full replacement cost (up to \$1000) if the device is damaged or stolen and electronic device privileges will be revoked.

All user files must be saved to the user's disk, thumb drive, etc before the electronic device is returned to a library staff member at the front desk. Once the device is restarted, any saved files will be erased. The library will not be responsible for lost files.

Return of Electronic Devices:

Electronic devices must be returned to a library staff member at the front desk. If a device is left out in the library and not checked in by a staff member, the patron responsible will have electronic device checkout privileges revoked.

EQUIPMENT WHICH CAN BE REMOVED FROM THE LIBRARY: Data Projectors

Eligible Borrowers:

Equipment may be checked out by patrons with a valid library card.

Loan Period:

Equipment may be checked out for a period of 2 business days. Checkout will be on a first-come, first-served basis. Library use of equipment will have priority over any other use.

Responsibility:

The patron/guest to whom the equipment is checked out will be responsible for any loss or damage that occurs before the device is returned to the staff at the lending library. The patron will be responsible for up to the full replacement cost (up to \$1000) if the equipment is damaged or stolen and electronic device privileges will be revoked. A \$50 (fifty dollar) deposit must be made to check out the equipment and will be refunded upon check in of equipment.

Return of Equipment:

Equipment must be returned to the lending library to a staff member at the front desk.

Deposit will be refunded to the patron/guest if the equipment is returned in good condition.