

# **Delta County Public Library District**

*“Serving and Empowering People  
Providing Resources for Life, Leisure and Learning”*

**The Board of Trustees of Delta County Public Library District (Library Board) adopts and makes public the following written policy:**

## **ELECTRONIC DEVICE POLICY**

### **Revision Dates and General Definitions**

This revision dated 01/13/2014 overrides all previous versions of **Delta County Public Library District ELECTRONIC DEVICE POLICY** and any verbal/oral policies, actions and behavior in existence prior to this date.

No individual has the authority to override the provisions contained in the Delta County Public Library District's (hereafter referred to as the District) policies either orally or in writing, or by their actions.

The District owns laptop computers, iPads, an audio recording kit, iPad video kits, and other electronic devices that may be borrowed.

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.

We require that patrons/guests sign a “Delta County Public Library District Equipment Reservation and Deposit Form” before borrowing an electronic device. The form is not required for laptops and iPads checked out for use in the libraries. The form will be kept for six months. A new form is required every six months.

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.

All electronic devices must be returned to the circulation desk. Never return an electronic device in the book drop. Deposit will not be returned if device is returned in the book drop. Deposit will be refunded to the patron/guest if the equipment is returned in good condition.

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 circulation 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.

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.

**For Use in Libraries:**

- **Laptops and iPads**

Something of value is required to be left at the desk until the device is checked back in.

The loan period is 1 hour.

The loan may be renewed for another 1 hour, provided that there are no other patrons waiting for a device.

Devices must be returned 15 minutes before the library closes regardless of the time the device was borrowed.

Laptops and iPads may not be taken outside the building.

- **Audio and iPad Video Kits**

Something of value is required to be left at the desk until the kit is checked back in.

The loan period is 2 hours.

Kits must be returned 15 minutes before the library closes regardless of the time the kit was borrowed.

Kits may not be taken outside the building.

**For Checkout:**

- **Video Camera in Paonia and Video Projectors**

The loan period is 2 days.

The borrower must be 18 years or older.

A copy of a driver's license or other form of ID is required.

May be taken outside of the library.

A deposit of \$50 must be made to check out the equipment and will be refunded upon check in of equipment.

A charge of \$10 a day will incur for overdues.

- **iPads**

The loan period is 1 week.

The borrower must be 18 years or older.

A copy of a driver's license or other form of ID is required.

May be taken outside of the library.

A deposit of \$50 must be made to check out the equipment and will be refunded upon check in of equipment.

A charge of \$10 a day will incur for overdues.

Approved by Delta County Public Library District Board of Trustees

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President

Date

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Secretary

Date