

# Tech Lending Policy

This policy covers all technology circulated by the Leonia Public Library. This includes, but is not limited to, hotspots, laptops, iPads, video game systems, and SPHERO Sprk+.

## ELIGIBILITY

- Technology may be checked out by any Leonia resident, 18 years or older, with a valid Leonia Public Library card in good standing.

## LOAN PERIOD & CHECKOUT

- Tech is circulated on a first-come, first-served basis.
- Hotspots and SPHERO Sprk+ are checked out for a two-week period.
- Laptops and iPads are circulated for 24 hours.
- Only one hotspot may be borrowed by a household per 30-day period.
- Tech items are not renewable.

## RETURNS

- There will be a \$1.00 per day late fee for hotspots and SPHERO Sprk+.
- There will be a \$10.00 per day late fee for iPads and Laptops.
- Tech not returned within 30 days of the due date will be assumed lost and charged the replacement cost.
- Tech must be returned ONLY to the Leonia Library circulation desk. Other BCCLS libraries cannot accept these returns. All tech items are fragile and therefore CAN NOT be returned in the book drop.

## LOST OR DAMAGED TECH

- The charge for a lost tech item is contingent on the item, and patrons will be notified of the replacement cost upon checkout.
- The charge for damage will be determined by the Library Director. A lost or damaged charger or accompanying cords will be charged at the current market replacement cost. The replacement cost is also indicated on the materials borrowed.
- The Library reserves the right to limit and/or ban borrowers who repeatedly damage, lose or incorrectly return hotspots.

## INTERNET USE

- Leonia Public Library is not responsible for information accessed using this device or for personal information shared over the Internet.
- Users are encouraged to follow safe Internet practices. The Library is not responsible for restricting, monitoring, or controlling patrons utilizing borrowed technology.
- Patrons may not use the Library's Internet service to perform an illegal activity or place any material on the Internet related to any illegal activity. It is the individual's responsibility to respect copyright laws and licensing agreements.

Patrons should understand that because security is technically difficult to achieve, electronic transactions and files could become public.

- The users of Library technology are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of Library technology may result in litigation against the offender by the proper authorities. If such an event should occur, the Library will fully comply with the authorities to provide any information necessary for the litigation process.
- Within reason, freedom of speech and access to information will be honored.

## PRIVACY POLICY

Your Internet usage is not tracked by the Library or the service provider. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data the Library collects is the number of times the device is checked out for use.

*Approved by the Leonia Library Board of Trustees on April 20, 2022*