

## **Camden County Library District Policy Manual**

### **Section 2.**

#### **Subsection 8. In-house Roaming Electronic Devices**

##### **Eligibility**

- Only Camden County Library District or Missouri Evergreen cardholders may borrow a device.
- The borrower must present a valid Library Card and Picture ID at the Circulation Desk.

##### **Loan Period and Availability**

- Devices can be checked out for 2 hours.
- Devices must be returned 30 minutes before closing.
- Devices are available on a first-come, first-serve basis, no holds on devices.

##### **Late Fees and Liability**

- Lost or damaged power cord. Replacement cost + \$6 processing fee.
- Damaged Device Repair cost (up to replacement cost) + \$6 processing fee.
- Lost or Stolen Device. Replacement cost + \$6 processing fee.
- Borrowers who wish to print from a tablet, laptop, or another device should consult a staff member at the Help Desk.
- The borrower must not leave the device unattended. If a borrower must leave for a short time, the device may be left with a staff member at the Circulation Desk with the understanding that the device's check-in time will not be changed. If an unattended tablet or device is found by a staff member, the borrower's tablet and device borrowing privileges may be suspended.
- A borrower's files will be automatically erased from the device when it is shut down. Therefore, borrowers wanting to preserve their files should save them on a USB flash drive or e-mail the files to themselves.
- Library staff may not be available to provide technical support.
- The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- The devices may not be used to engage in illegal activities or to disturb other patrons. Failure to comply may result in loss of device privileges.
- Users must adhere to the Camden County Library District Internet Use Policy, which is available at the Information Desk.