



Device Borrowing Policy
Prairie River Library District

Mission

To enrich lives and strengthen communities through universal access to information and services.

Purpose

The Device Policy aims to ensure fair and equitable use of the library's electronic devices, ensure library devices are used in a responsible and safe fashion by adults, and clarify liability in the case of loss, damage, or theft of library devices or damage to borrower's property

Device Borrowing Eligibility, Availability

- A) Digital devices & Kits are available for checkout at Prairie River Library District and are available to any Valnet Cardholder, 18 years or older, with an account in good standing (i.e. library record is not blocked due to unpaid fees or overdue items)
- B) New cardholders must establish a good borrowing record for 3 consecutive months with at least 3 checkouts and on-time returns.
- C) Borrowers must sign the Device Borrowing Policy Agreement the first time they use this service. The signed agreement will be added to the patron's Valnet account.
- D) Checkout periods and device home library may vary by device.
- E) Prairie River Library District reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.
- F) At the time of check-in, a staff member will inspect the device/kit to make sure it is intact and functioning properly.
- G) Borrowers may not install software or apps on the devices. All data will be deleted when the lending period is over, and the device is reset to its original settings. In the case of laptop checkouts, all data will be deleted when the session is over and the computer reboots or is shut down.

Return Guidelines

Devices must be returned to any Prairie River Library District Location. Devices may not be returned to other Valnet libraries. Failure to return the device to the library by the due date may result in the denial of future electronic device borrowing privileges. If devices are not returned in a timely manner, civil and criminal action may be taken.

Mobile (Wi-Fi) Hotspots

Mobile (WiFi) hotspots are available to borrow from the Prairie River Library District collection. A WiFi hotspot is a device you can use to connect a mobile-enabled device, such as a laptop, smartphone or tablet to the internet.

Number of checkouts & checkout periods

Due to limited quantities, only one device per physical address can be checked out.

All Prairie River Library District hotspots are housed at the Prairie River Library District Office. To borrow a hotspot a hold must be placed.

Hotspots checkout for 7 days and are not eligible for renewal.

Assistance

Instruction cards are included with hotspots. If you need further assistance, please ask staff or reach out to the Prairie River Library District Headquarters.

Overdue & Lost Hotspots

WiFi Hotspots will be disabled when they become overdue. There is no grace period.

If the hotspot is lost, please contact the library immediately.

The patron will be held accountable for all applicable replacement costs and processing fees up to the total cost of the device – (\$200) plus data charges of \$10 per month for the WiFi Hotspot and/or accessories.

Chromebooks Kits

Chromebook kits are available to borrow from the Prairie River Library District Collection. Chromebook kits include, a Chromebook, mouse, headphones, charger, Chromebook use guide in a backpack.

Number of checkouts & checkout periods

All Prairie River Library District branches have Chromebooks available for checkout. Chromebooks checkout for 7 days and are eligible for renewal.

Assistance

Instruction cards are included with the Chromebooks. If you need further assistance, please ask staff or reach out to the Prairie River Library District Headquarters.

Overdue & Lost Chromebooks

The patron will be held accountable for all applicable replacement costs and processing fees up to the total cost of the device (\$735). Damage or loss of individual items or accessories may be charged at individual cost.

AGREEMENT

I understand that I am fully responsible for any borrowed device and any accompanying accessories, and for its safe and timely return.

I understand that I am responsible for all applicable charges if the device and any accessories are damaged, lost or stolen. I understand that I remain liable for any damage caused to the Device and/or its accessories, even after initial check-in, until such time as a thorough inspection can be performed by authorized staff.

I have read, understand, and agree to the Rules of Use listed in this agreement. I agree to return the device by the due date to avoid loss of future checkout privileges.

Borrower Name (please print) _____

Date _____ **Phone Number** _____

Email Address _____

Borrower Signature _____

STAFF USE:

Library Card Number

21853 _____

Address Verified: Yes _____ No _____

Staff Initials _____ Date _____ Note on patron record _____

Approved: 1/26/2026