



Device Borrowing Policy

Prairie River Library District

Mission

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

Purpose

In alignment with Prairie River Library District's mission, digital devices are available for patron borrowing at all Prairie River Library District branches. 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 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. It will be kept on file and a note will be placed on the patron's account with the date of signature.
- D) Checkout periods 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 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 the Prairie River Library District branch where it was checked out during regular business hours. 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.

Fees & Liability

- A) The borrower is responsible for a lost or stolen device and it is recommended the borrower be in possession of the device at all times.
- B) Circulation Staff will notify the patron of costs associated with the device at the time of checkout.
- C) The borrower is fully responsible and fiscally liable for all costs associated with damage or loss to the device and the associated accessories during the period it is checked out.
- D) Prairie River Library District is not responsible for damage to the borrower’s personal equipment or damage to any removable drive or media (i.e. flash drive, CD, SD card) or loss of data that may occur due to malfunctioning hardware or software.
- E) Prairie River Library District is not responsible for any information accessed or action taken by a user while using a hotspot. Hotspot users are encouraged to use safe internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

Adoption Date: September 26th, 2023

My signature below indicates that I have read the Prairie River Library District Device Borrowing Policy and acknowledge that I am financially responsible for the device and its accessories in the event of loss, theft, or damage while checked out in my name. This signed policy will remain in effect for all future checkouts unless changes are made to the policy. At that time, I will need to sign a copy of the revised policy. Failure to follow this policy may result in loss of device checkout privilege

Signature _____ Date _____
 Name (Print) _____
 Telephone _____

STAFF USE:

Library Card Number _____

Initials _____ Date _____ Note on patron record _____