

# BONDURANT COMMUNITY LIBRARY

## Equipment Use Policy

### **OVERVIEW**

Bondurant Community Library is pleased to offer the check-out of technology devices to patrons who are in good standing with the library.

### **iPad/Tablet Limits and Availability of Use**

- Devices may only be checked out by patrons with a current library card.
- Patrons must be in good standing to be able to check out devices.
- Borrowers are restricted to using the patron account and may not install any outside software or defeat system restrictions on access and use.
- Borrowers may not alter, delete, or copy any software loaded on the device or change its existing configuration.
- Mobile printing is available from devices
- Patrons using sound-enabled resources must wear headphones. Headphones are available for purchase at the circulation desk.

### **iPad/Tablet Checkout**

- The iPads/Tablets will be available on a first-come, first-served basis and may not be reserved in advance.

### **iPad/Tablet Checkout Procedure**

- A patron borrowing a device agrees to abide by the library's Equipment Use Policy and the Library's Internet Use Policy.
- At the time of checkout, the device will be inspected by a staff member to make sure that it is intact and functioning properly.
- Wireless Internet use on the device will be governed by the library's Wireless Internet Access Policy.

### **iPad/Tablet/Laptop Loan Period and Check-In Procedure**

- All peripherals, laptop bags, charging cords, carrying cases and associated accessories will be returned with the devices. Library staff will complete the check-in and inspect the equipment before checking in devices.

- Borrowers must leave the devices in the care of a library staff member and complete the check-in procedure before the devices will be considered returned. Devices may NOT be left unattended at the library's Checkout or Reference desks.
- The devices will be booted up and checked for functionality upon return.

### **Fees and Liability to Borrower**

- Library staff will have complete discretion on allowing or disallowing checkout of the library's devices and checkout may be denied as library staff deems necessary.
- Failure to properly use or return a device according to procedure may result in denial of future borrowing privileges and/or prosecution by law.
- Devices not returned by library are subject to the Circulation Policy procedures, including but not limited to being submitted to Collection Agency.
- The borrower is responsible for the device's functioning and state while the device is in his or her possession. The device must be returned in full working order.
- Under no circumstances should a borrower leave the device unattended. The library will not be responsible for a lost or stolen device even when it is used inside the library.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the devices or the associated peripheral equipment during the checkout period, or its replacement costs should it be lost or stolen.

### **Copyright Regulations and Other Restrictions**

Users may not....

1. Use the library's Wi-Fi access for illegal or criminal purposes, including:
  - a. Violation of Iowa State Law, which makes it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts using the Internet.

- b. Violation of U.S. Copyright law (title 17, U.S. Code) which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of “fair use”.
2. Use obscene language.
3. Display offensive or sexually explicit messages or pictures.
4. Use the library’s Internet Wi-Fi to gain unauthorized access to the library’s or any other organization’s networks or computer systems.
5. Send unsolicited bulk and/or commercial messages (“spam”) over the Internet using Wi-Fi or use the service for activities that invade another’s privacy.
6. Forge or misrepresent message headers, whether in whole or in part, to mask the originator of the message.

Wi-Fi users will be courteous and considerate of other library patrons while using library furniture and will be subject to the directions of the library staff at all times.

### **Hotspot Checkouts**

- Hotspots are available for checkout for two-week time periods.
- Patrons using hotspot services must have a Bondurant Community Library card, be a resident of the City of Bondurant or rural Polk County, and be in good standing. Patrons meeting the registration requirements of the Circulation Policy are eligible to check out Hotspots.
- Hotspots will not be circulated to Open Access patrons.
- Hotspots not returned will have service suspended on the device and all fees will be charged to patron, including reconnection fees, if there are any.
- Hotspot patrons that have two certified letters sent concerning non-return of hotspots will be suspended from use of hotspots for a six-month time.
- Hotspots will be checked out with a charging cord and carrying case.

### **Gaming Equipment Use**

Gaming CDs and video games are supplied by the library for use on the library gaming equipment. These may not be checked out. Other gaming CDs and game cartridges may not be brought in for use on the library gaming equipment unless library staff grants special permission.

Children may use equipment if they have demonstrated proficiency and understand the rules. Children younger than school age must have parent supervision.

All users must observe the quiet and polite rules of the library and handle equipment with care.

No patron shall attempt to “fix”, correct, or change any equipment or settings on equipment. Any questions or problems should be referred to library staff.

### **Wii and Xbox Use**

Up to four players may be signed up at a time if the quiet play rule is observed and the game is a four player game. A “watcher” may sign up with a single user if quiet play is observed. No more than four persons are allowed at the gaming stations at a time unless library staff grants special permission.

### **Gaming Time Guidelines**

Equipment will be generally limited to ½-hour slots with an extension of an additional ½-hour possible if no one is waiting.

### **Disclaimer**

Bondurant Community Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.

Use of library devices is entirely at the risk of the user and the Bondurant Community Library is not responsible for any loss, injury, or damages resulting from the use of the library’s devices.

The Library disclaims all liability for loss of confidential information or damages resulting from that loss and accepts no responsibility for breach of privacy. The Library recommends that no personal information be entered at any time using a library device. Unless you clear the history, cache, and cookies yourself, your privacy is at risk. The Library does not do this. If you log in to any service, please be certain to log out.

Adopted by the Bondurant Community Library Board of Trustees

7/01/2010

Revised: 4/2015, 6/2015, 6/2017, 1/2019, 7/2019, 1/8/2020, 7/2020

## Bondurant Community Library

### Laptop and Accessories Checklist

#### Laptop Inventory:

1. HP ProBook 4420s computer laptop. Value: \$927.22. Core i5 430M/ 2.26 GHz-RAM 4 GB-HDD 320GB-DVD+RW/DVD-RAM-HD Graphics-Gigabit Ethernet-WLAN: 802.11b/g/n, Bluetooth 2.1 EDR-Windows 7 Pro-14" widescreen TFT 1366x768 (WXGA).
2. Laptop power cable (2 pieces). Value: included in laptop price.
3. HP laptop zippered carrying bag. Value: \$31.00.
4. Two VGA video cables for connecting to digital projector. Value: \$28.00
5. Mouse (Optional). Value: \$10.00.
6. Keyboard (Optional). Value: \$10.00.

Total Value of items: \$992.22

#### iPad Inventory:

1. iPad and iPad mini. With protective cover. Value: \$600.00.

#### Hotspot Inventory:

1. 17 Sprint Mobile Hotspot, with protective case, charging cord, and charging cube. Value: \$100.00. Hotspot storage case \$15.00.
2. 25- T-Mobile Mobile Hotspot, with protective case, charging cord, and charging cube. Value: \$100.00. Hotspot storage case \$15.00
3. 9- Verizon Mobile Hotspot, with protective case, charging cord, and charging cube. Value \$117.00. Hotspot storage case \$15.00.
4. 13 – US Cellular Mobil Hotspot, with protective case, charging cord, and charging cube. Value \$100.00. Hotspot storage case \$15.00.
5. 15 – US Cellular Mobile Hotspot, with protective case, charging cord and charging cube. Value \$100.00. Hotspot storage case \$15.00. BF School Hotspots.
6. 15- Verizon Mobile Hotspot, with protective case, charging cord and charging cube. Value \$100.00. Hotspot storage case \$15.00. BF School Hotspots.

7. 18 – Samsung Galaxy Tab A Tablet, with protective case, charging cord, charging cube. Value \$299.00. Tablet Storage case \$5.00.