

## River Falls Public Library Technology Equipment Policy

Approved: 3/7/2016, Amended: 10/7/2019, Amended 9/14/2020

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The library has various equipment and devices to check out of the library and to use in the library.

Patrons must present a valid library card in order to checkout equipment. Any patrons under the age of 18 will need signed permission from a parent or guardian in order to use equipment.

Library staff will check to see that all equipment are functioning properly and that all parts are included upon return. Borrowers agree to abide by the library policy and procedures for use of library equipment; failure to follow policies and procedures may result in forfeiting future borrowing privileges.

The River Falls Public Library is not responsible for patrons' edited or altered software or audiovisual materials or damage to personal computers or audiovisual equipment due to their use of library materials or equipment.

Refer to the Wifi Hotspot Policy, Kindle Policy, and Chromebook Policy for more detailed information.

### Equipment Checkout from the Library

A deposit (cash or check only) is required for all equipment that checks out of the library. The deposit will be returned when the equipment is returned in proper working order and with all parts. Patrons may leave their deposit on file; checks must be reissued each year. Patrons agree to cover the cost of damage and/or cost of replacement of any or all parts due to loss.

Equipment list	Deposit	Loan Period
Overhead Projector	\$10	2 days
Blood Pressure Kit	\$0	2 weeks
Draft Check Sensor	\$0	2 weeks
Screen	\$10	2 days
Slide Projector	\$10	2 days
DVD Player	\$20	2 days
Opaque projector	\$20	2 days
Speaker system	\$20	2 days
Wifi hotspot (see Wifi hotspot policy)	\$30	14 days
Kindle reader (see Kindle policy)	\$50	14 days
Chromebook (see Chromebook policy)	\$50	14 days
Outdoor screen	\$50	2 days
LCD (Computer) Display Projector	\$100	2 days
Epson MovieMate Projector	\$100	2 days

Equipment cannot be renewed. However, two-day equipment and devices may be kept longer by making special arrangements at time of checkout.

### Equipment to be used in the Library

There is no deposit required to use equipment in the library.

Items may be used for a maximum of 4 hours. If there is high demand for an item, you may be asked to return it after 1 hour.

Patrons may not download any apps or software or make any changes to the devices while using them. All devices are connected to a library account and that account may only be accessed by library staff. Therefore, you will not be able to purchase books, movies, in-app upgrades or subscriptions, or any other additions to the device. The library is not responsible for any loss or misuse suffered by patrons who use personal information on any library devices.

Do not leave devices unattended. Patrons are responsible for any damage that occurs while using the device including the full replacement price of the device. Please ensure that items are returned in the condition that you initially get them.

### Personal Use of Equipment in the Library

The library has the following equipment for personal use in the library:

- Chromebooks
- Windows 7 laptops
- iPads for use in the children's area\*

Children's Room iPads area designated for use by children in grades five and younger.

### Meeting Room Use of Equipment

There is a DVD/VCR player and television, an overhead projector, and LCD projectors that can be scheduled for in-library use in the library meeting rooms. Equipment must be reserved for use in the library at the Reference Desk. Groups and individuals do not need to checkout equipment that is used in meeting rooms. However, laptops and Chromebooks must be checked out for individual use in the library.

**\*Sunset Clause:** In response to community needs during the current health crisis, some limited term adjustments to this policy are now in effect. Wi-Fi Hotspots, Chromebooks and iPads can be checked out for 14 days. The iPads are locked on selected educational games for children. All of these devices may be returned through the exterior book drop. No deposit is required. However, patrons agree to cover the cost of damage and/or cost of replacement of any or all parts due to loss. This clause will expire on August 1, 2022.