

River Falls Public Library Equipment and Device Policy

Approved: 3/7/2016

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

Borrowers must present a valid library card in order to check out equipment and devices.

Library staff will check to see that all equipment and devices 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, or will forfeit future borrowing privileges.

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

Equipment and Devices to Check-Out of 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. Patron agrees 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
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

Two-day equipment may be kept longer by making special arrangements at time of check-out.

Equipment cannot be renewed.

Equipment and Devices to use in the Library

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

In-Library Use 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 check-out equipment that is used in meeting rooms.

In-Library Use Devices

The library has the following devices for use in the library (list and replacement cost subject to change):

- Amazon Kindle Fire \$154
- Amazon Kindle 8.9 HD \$244
- Apple iPad \$500
- Apple iPad mini \$349
- Google Nexus 7 Android \$229
- Microsoft Surface \$349
- Samsung Galaxy 10 Android \$400
- 2 Chromebooks \$250 (see Chromebook policy)
- 2 Apple iPad mini for use in Children's room** \$299
- 2 Windows 7 laptops \$600 (see Laptop policy)

Items may be checked out 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. You will not be able to purchase books, movies, in-app upgrades or subscriptions, or any other additions to the device.

Do not log into any device using your personal information (for example, your Apple ID, email address, Facebook login, etc.) The library is not responsible for the any loss or misuse suffered by patrons who use personal information on any library devices.

Do not leave devices unattended. Borrowers are responsible for any damage that occurs while using the device including the full replacement price of the device. For this reason, any patrons under the age of 18 will need a signed permission from a parent or guardian in order to check out and use the devices. Please ensure that items are returned in the condition that you initially get them.

If child is third grade or below, item must be checked out on a parent's card.

**Children's Room iPads are designated for use by children in grade five and younger.