

North Douglas Library District

Mildred Whipple Library
ELECTRONIC DEVICE USE POLICY



The North Douglas Library District provides limited-use electronic devices to our community to further its goals of improving accessibility of materials to all patrons, connecting our community members to information, and providing free and convenient access to informational, cultural, educational, and recreational materials. The District has established the following policy for electronic devices.

DEVICE USE POLICY & GENERAL GUIDELINES

1. Electronic Devices (Kindle e-readers, laptops, etc.) are available to patrons in good standing who are 18 and older with In-District, Out-Of-District, or Yoncalla Passport cards. Electronic Devices are not available to checkout to Reciprocal Borrowing or Inter-Library Loan participants, Student, or general Oregon Passport Program cardholders.
2. The check out limit is one Electronic Device per household at any given time. The Mildred Whipple Library reserves the right to refuse service to anyone who abuses equipment (including trying to return devices via the book drop) or is repeatedly late in returning Electronic Devices.
3. Patrons will need to fill out an Electronic Device Agreement form with each checkout.
4. Electronic Devices can ***only*** be checked out from, and returned to, the Circulation Desk at the Mildred Whipple Library. Electronic Devices must be handed directly to a staff member for check in.
5. To reserve an Electronic Device, sign up on the waiting list at the Circulation Desk and specify which device you want. Kindle devices may also be reserved through the library catalog.
6. Patrons should use care when handling Electronic Devices. Once an Electronic Device is checked out to a patron, the Electronic Device becomes the responsibility of that patron per the Electronic Device Agreement. The District is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The District is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

North Douglas Library District's Mildred Whipple Library

205 West 'A' Ave/PO Box 128 | Drain, OR 97435 | 541-836-2648 | www.ndld.org

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KINDLE E-READERS

1. Kindle e-readers check out for 4 weeks, with no renewal available.
2. Titles available on each Kindle follow the District's collection development policy, with a focus on titles difficult to find in print, titles not available as a physical item in the library's collection, titles for programming, and popular titles. Titles chosen reflect a range of genres (including fiction and nonfiction) and reading levels.
3. Each Kindle checkout comes with:
 - a. 1 device case/bag
 - b. 1 Kindle e-reader, preloaded with titles
 - c. 1 Kindle case
 - d. 1 USB charging cord
 - e. 1 wall charger
 - f. 1 Quick Start instruction manual

LAPTOPS

1. Laptops can check out for 4 weeks, with no renewal available.
2. Each laptop checkout comes with:
 - g. 1 device case/bag
 - h. 1 laptop (either a Samsung or a Google Chromebook)
 - i. 1 USB charging cord
 - j. 1 wall charger
 - k. 1 computer mouse (Chromebook only)

FINES & LIABILITY

1. The borrower is responsible for all costs associated with damage or loss of the Electronic Device and/or peripherals due to neglect or abuse. If a staff member needs to reset any features on an Electronic Device the borrower is responsible for covering staff time of \$15.00 per hour, minimum charge of \$15.00.
 - a. For Kindles: adding or removing titles, changing device settings, etc. are considered damage.
2. Electronic Devices can ***only*** be returned to the Circulation Desk at the Mildred Whipple Library. Electronic Devices must be handed directly to a staff member for check in.

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Electronic Devices ***cannot*** be returned through the Book Drop. There is a \$25 fine if placed in the Book Drop or left unattended at the Circulation Desk.

3. There is a \$2.00 fine per library open day for overdue Kindles. There is a \$5.00 fine per library open day for overdue laptops.
4. Replacement cost for irreparable damage or loss include:
 - a. Kindles (total potential replacement cost: \$165.00)
 - i. Kindle device: \$100.00 (including processing fee)
 - ii. Kindle device case: \$20.00 (including processing fee)
 - iii. Wall charger: \$10.00 (including processing fee)
 - iv. Kindle checkout case/bag: \$20.00 (including processing fee)
 - v. USB cord: \$10.00 (including processing fee)
 - vi. Instruction booklet: \$5.00
 - b. Laptops (total potential replacement cost: \$670.00)
 - i. Laptop (either Samsung or Chromebook): \$600.00
 - ii. Charging equipment (wall charger and/or cord): \$30.00
 - iii. Laptop bag (either Samsung or Chromebook): \$20.00 (including processing fee)
 - iv. Computer mouse: \$20.00 (including processing fee)
5. If any technical problems are encountered, the Electronic Device should be returned immediately to the Circulation Desk by the borrower (no fines attached). If the borrower does not immediately return an Electronic Device with technical problems, issues will be viewed as patron damage and charged accordingly.