



GARFIELD COUNTY PUBLIC LIBRARY DISTRICT PORTABLE DEVICE LOAN POLICY

The Garfield County Public Library District (District) has portable devices available for check out and use within the library. The District has these devices available to the public as an information, recreation and educational resource in support of our role as this community's information and lifelong learning center. The District is guided by a commitment to access to information policies that provide appropriate protections to its users while recognizing the District's longstanding commitment to the principles of free expression set forth in the United States Constitution.

ADULTS: Portable devices such as chromebooks, laptops, and tablet computers are available for loan to adult patrons (18 or older) in good standing. A full privileges library card must be presented at checkout. Adults can check out portable devices for use by minors under the age of 11 and are expected to supervise the minor during use.

MINORS AGE 11 AND UP: Adults may give permission for minors between the ages of 11 and 17 to check out portable devices. **Permission must be given by the responsible person on the minor's account in person at the library's service desk.** Ability to check out portable devices will be noted in the minor's library card account.

LIABILITY: The user or responsible adult agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence, or misuse. The District will not assume responsibility for lost files due to viruses, hardware failure, and network interruptions.

AVAILABILITY: Portable devices are available for loan on a first-come, first-served basis at the Circulation Desk. Holds or advance bookings are not available.

USE: Portable devices are loaned for in-library use only and are not to be taken from the library. Portable devices should never be left unattended. All users must abide by the District's Internet Use Policy. The District reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing District equipment or not acting in accordance to District policy.

LOAN PERIOD: The loan period for portable devices is two (2) hours a day with no renewals. Requests for additional time will be assessed by District staff on a case-by-case basis. Portable devices are available during business hours and are due 15 minutes prior to the library closing.

FINES: An overdue fine of \$10 per hour with a maximum fine of \$100.

REPLACEMENT AND DAMAGE FINES: The user or responsible adult assumes full financial responsibility for a lost, stolen, or damaged portable device. A repair fee will be levied for damaged portable devices based on the cost of the repairs plus a processing fee. Any portable device malfunctions should be reported immediately to District staff. Replacement fees for the portable device and any accompanying accessories will be charged at current cost.

RETURNS: Portable devices must be returned in-person to staff at the service desk. Users may be required to wait while the device is checked to ensure all equipment is intact.

USER FILES: All user files will be deleted when the portable device is turned off.

The District reserves the right to update and change this policy at any time without notice.