

Electronic Device Check-Out and In-House Policy

Board Policy 2105 B - Adopted 2-13-2024

The Coalinga Huron Library District is pleased to offer electronic device check-out and in-house services to patrons of our libraries. This includes Chromebook laptops and T-Mobile hot spots. By checking out these electronic devices the hope is to provide families and households that lack these services with a viable option to have internet in the home.

Limits and Availability – Laptops and Hot Spots

- The Library is not responsible for damage to an external device (i.e. a flash drive or other external device) or for the loss of data that may occur while the laptop is in their use.
- Laptops are not checked out during the last 30 minutes the library is open.
- Patrons may not alter, delete, copy, or tamper with any software loaded on the electronic device or otherwise change its existing configuration. Patrons may not install software on the electronic devices.

Check-Out and In-House Procedure

- Patrons that live in the same household will not be allowed to check hot spots right after the other. This will allow all community patrons to have access to the devices.
- Huron patrons will only be allowed to check-out devices from Huron.
- Coalinga patrons will only be allowed to check-out devices from Coalinga.
- There is a two week waiting period for new card holders to check-out devices so that the patron card holder information can be verified.
- Only one hot spot and one laptop may be checked out at a time. Once an electronic device is checked out to a patron, it becomes the responsibility of that patron.
- Patrons are urged to save their work on their own external memory device. All documents are automatically deleted when the laptop is turned in.
- Since the electronic devices benefit the whole household, ALL members of a household must have cards in good standing (no fines or overdue items) in order to be eligible to check-out an electronic device.
- Electronic devices are checked out on a first-come first-served basis. Devices may not be reserved in advance. If there are no devices available, a wait list will be utilized.
- **DO NOT RETURN THE ELECTRONIC DEVICES TO THE BOOK DROP.**
- CHLD cardholders **ages 18 years old or above, in good standing** (no fines or overdue items and no temporary cards) are eligible to check-out the electronic devices.
- Patrons must show their library card at check-out and show the staff member current photo ID. Failure to do so will result in a denial of electronic device check-out privileges. **No exceptions.**
- Patrons must sign our Library Device User Agreement Form and the Internet Policy and abide by the policy.
- Patrons may not check-out a device, then loan to another user. Patrons caught engaging in this activity will have their privileges suspended for one month.

- At the time of check-out, a staff member will inspect the device to make sure it is intact and running properly.
- A staff member will then checkout the device to the patron's library card.
- The check-out period is **7 days**.
- In order to provide equal access to all patrons, the device lending periods will apply to the whole household. Once a hotspot is returned, the household must wait 7 days to check out again.

Check- In Procedure

- When returning a Device, the borrower must allow at least 5 minutes for a staff member to check the equipment.
- The staff member will verify that all parts are present, and the device and all accessories are in good working order.
- The device will be booted and checked for functionality upon return.
- The device will then be checked in from the borrower's account.
- Patrons who check-out a device shall have no expectation of privacy, subject to the limitations of the Library's Internet Policy and other applicable statutes and rights, in his or her usage of the device and the storage of data on the device. The Library reserves all rights, within the limitations of the Library's Internet Policy and other applicable statutes and rights, to review and copy all usage of the Device during the time that the device has been checked out to the patron.

Fines and Liability

- A patron's privilege to check out an electronic device will be suspended for one month if the patron fails to return the device at the time due or leaves before the check-in procedure is complete
- Devices that are not turned in within **21 days will be considered stolen** and the police will be notified.
- Devices can be equipped with tracking software for theft detection
- Under no circumstances should a borrower leave a device unattended. The library will not be responsible for a stolen device even when it is used within the Library.

Charges for Lost and Damaged equipment are as follows:

- Food for Fines will not be accepted as payment for late fees.
- Devices: \$100.00-\$300.00
- Cracked screen: \$100.00-\$300.00.
- Lost Power Cord: \$20.00
- Overdue in-house devices: \$5.00 per hour
- Overdue checked-out devices: \$5.00 per day