

Device Check-Out and In-House Policy

The Coalinga Huron Library District is pleased to offer Device check-out and In-House services to patrons of our libraries. All library wireless users must agree to abide by the Library [Device User Agreement Form](#) and the [Internet Policy at the Library](#).

Limits and Availability

- Patrons that owe more than \$5.00 will be denied checkout of a device.
- Devices are available on a first come, first served basis and may not be reserved in advance. Only 1 device at a time.
- Patrons may not alter, delete, copy, or tamper with any software loaded on the Device or otherwise change its existing configuration. Patrons may not install software on the Devices.
- 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.
- Devices are not checked out the last 30 minutes the library is open.
- Patrons are urged to save their work on their own external memory device. All documents are automatically deleted when the device is turned in.

Check-Out and In-House Procedure

- Patrons must show their library card at checkout and show the staff member current photo ID. Failure to do so will result in a denial of device checkout privileges. **No exceptions.**
- Patrons must sign our Library Device User Agreement Form and the Internet Policy.
- Patrons may not checkout a Device then loan to another user. Patrons caught engaging in this activity will have their laptop privileges suspended for one month.
- At the time of checkout, a staff member will inspect the Device to make sure it is intact and running properly. The borrower will then initial the check list in front of the staff member.
- A staff member will then checkout the Device to the patron's library card.
- The checkout period is **7 days**
- A fine of **\$5.00 per late day** will be charged for overdue Devices.
- A fine of **\$5.00 per hour** will be charged for In-House checked out Devices.

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 borrower will sign and date the checklist to complete the transaction.
- 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. The Library reserves the right in its sole discretion, to deny by the Patron will be preserved after check in.

Fines and Liability

- A patron's privilege to check out a 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:

- 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