

West Fargo Public Library
Board Policy: Equipment Check-Out Policy
Approved: February 21, 2019

This policy governs check-out of library equipment, including:

Column 1

- Laptop computers
(for use inside the library only)
- Tablets
- Cameras

Column 2

- Infrared thermometers
- Kill-o-watt meters

Column 1

- Items in Column 1 may be checked out by resident card holders, age 18 and older, who have held a West Fargo Public Library card for a minimum of 3 months and whose accounts have no overdue materials or fines. Holders of a West Fargo Public Library's "School Card" in good standing may also check out a laptop.
- Borrowers must complete and sign a Check-Out Agreement form before being issued a device from Column 1.
- Patrons must present their active West Fargo Public Library card and a valid photo ID with information that matches library records. Patrons must use their own card.
- Patrons agree to not make any permanent changes to a device, such as adding a passcode.
- The library is not liable for damage to an external device (such as an MP3 player, a flash drive or SD card) or for loss of data that may occur when using library equipment. *Documents saved to a library laptop will be automatically deleted when the laptop is turned off and should be saved to an external memory device prior to turning off the computer.*

Column 2

- Items in Column 2 may be checked out by any West Fargo Public Library cardholder with an account in good standing.

General Use

- Devices are the responsibility of the borrower; the borrower is responsible for all replacement costs associated with damage or theft of the device due to neglect or abuse.
- Patrons will allow time for staff to verify the good condition of the equipment at the time of check-out and again when the item is returned.
- Check-out periods vary and are noted in the library's circulation schedule.
- Failure to comply with these policies will result in loss of borrowing privileges and may lead to prosecution.

The Library Director reserves the right to limit or restrict use of library equipment.

West Fargo Public Library
Equipment Check-out Agreement

Library patrons who check out a Library laptop, tablet, or camera must first read and sign the following agreement:

- I have witnessed physical inspection of the device prior to check-out and it was found to be in good working order. Moreover, I will allow at least five minutes for a library staff member to check the equipment again when I return it.
- I accept responsibility for the device I am borrowing. I will not abuse it, leave it unattended, or allow another individual to use it. I will reimburse the West Fargo Public Library for the cost of repairing or replacing the device or accessories if they are damaged, lost, or stolen.
- I will report any problems with the device to a Library staff person.
- I will return the device on time to the Service Desk.
- I am familiar with the Library's Equipment Check-out Policy and Borrowing Privileges Policy and I will comply with them.
- *Laptops only:* I understand that laptops may not be removed from the library and may be checked out for a limit of 90 minutes.

Signature: _____

Name (print): _____

Staff use only:

Device number or title: _____

ex: Think it up! (title of children's tablet)

Circle: Laptop / tablet / children's tablet / camera

Verify: Adult (18 years or older)

Card is 3 months old

No overdue materials

No fines

Driver's license address must match our records

Does not already have a device of the same type checked out (2 devices of different types is okay)

Check-out Inspection:

Device inspected by _____ (staff initials) @ _____ am/pm on _____ (date)

Check-in Inspection:

Device inspected by _____ (staff initials) @ _____ am/pm on _____ (date)

For laptops only:

Hold at Desk:

Library Card

Check-out time:

Laptops can be checked-out for 90 minutes. Write the time the device is due on the checkout cards – keep one card at the desk, give the other to the patron.