Device Checkout Policy

Eligibility and Availability

- Devices may be checked out by patrons 18 years and older with a South Central Library System library card.
- Devices may only be checked out by patrons 17 years old and younger if a parent or legal guardian has signed a copy of the Device Checkout Policy.
- Patrons who owe fees of $10.00 or more are ineligible to use this service.
- Checkout period varies by device.
- Devices will be available on a first-come, first-served basis. They cannot be reserved. Only one device may be checked out at a time. There are no renewals on devices.

Checkout Procedure

- The borrower must present a valid South Central System library card.
- The borrower or the parent or legal guardian of a borrower 17 years old and younger must sign a copy of this policy the first time they use this service. It will be kept on file and a note will be placed on the borrower's record to identify when the policy was signed. This policy will be in effect for all future checkouts, unless changes are made to the policy. At that time, the borrower or the parent or legal guardian of a borrower 17 years old and younger will need to sign a new copy of the revised policy.
- At the time of checkout, a staff member and the patron will inspect the device together to make sure it is intact and functioning properly.
- Borrowers may not install software or apps on the devices.
- All data will be deleted when the lending period is over and the device is reset to factory settings. In the case of laptop checkouts, all data will be deleted when the session is over and the computer reboots or is shut down. The borrower must save all work to removable media (i.e. flash drive, CD, SD card), or upload files to a personal email account or personal web storage account.
- Devices that are 29 days overdue are considered lost and the patron will be charged the full replacement cost.

Check In Procedure

- The borrower must return the device directly to a library staff member at the Circulation Desk. The device should not be left unattended at the Circulation Desk.
- The borrower should allow at least five minutes to inspect devices and equipment along with a staff member using a checklist to make sure all the parts are present, undamaged, and in working order.

Fees and Liability

- Devices for in-library use not returned by the end of the checkout period will be considered stolen and the Baraboo Police Department will be notified.
- The borrower is responsible for a lost or stolen device and it is recommended the borrower be in possession of the device at all times.
- The borrower is fully responsible and fiscally liable for all costs associated with damage or loss to the device and the associated accessories during the period it is checked out.
- If a device is stolen, the borrower is responsible for reporting the theft to library staff, submitting a police report, and providing the Library Director with a copy.
- The Carnegie-Schadde Memorial Public Library is not responsible for damage to any removable drive or media (i.e. flash drive, CD, SD card) or loss of data that may occur due to malfunctioning hardware or software.

My signature below indicates that I have read the Carnegie-Schadde Memorial Public Library Device Checkout Policy and acknowledge that I am financially responsible for the device and its accessories in the event of loss, theft, or damage while signed out in my name. I agree to abide by these conditions of use and those of the Carnegie-Schadde Memorial Public Library Internet Use Policy. This signed policy will remain in effect for all future checkouts, unless changes are made to the policy. At that time, I will need to sign a copy of the revised policy. Failure to follow this policy may result in loss of device checkout privileges.

Signed _____

Print name_____

Child's name (for borrowers under 18 years old)_____

Telephone_____ Date_____

Adopted by the Carnegie-Schadde Memorial Public Library Board of Trustees November 19, 2013

Revised May 17, 2016

Revised September 21, 2021

_____

STAFF USE:

Library Card Number:_____

Initials:_____ Date:_____ Note on patron record_____