

## **Electronic Device Lending Policy**

The Elting Memorial Library seeks to provide materials in a variety of formats to meet the educational, informational, and recreational needs of the residents of New Paltz.

Borrowers must complete a [Library of Things Agreement form](#) to borrow an electronic device. Patrons must be 18 years of age and present a valid Elting Memorial Library card in good standing. All card holders under the age of 18 will need their parent or guardian to complete a Library of Things Agreement form to borrow a device.

Electronic devices can also be checked out for “in house” use by Elting Memorial Library cardholders of any age. The Elting Memorial Library reserves the right to limit the loan of certain devices to only The Elting Memorial Library cardholders, depending on demand.

Electronic devices are not available for transit to other libraries or for inter-library loan. Borrowers are responsible for the safe-keeping and return of these items to the library in good working order, and assume liability for the equipment while it is in their care. Borrowers are responsible for damaged and/or missing pieces of the lent items. Patron agrees to cover the cost of damage and/or replacement costs, as determined by the library and listed on the carrying case. Electronic devices must be kept in a temperature-controlled environment (not left in vehicles or structures in extreme temperatures).

The Library will not clear stored data from any electronic device after it is returned, and is not responsible for personal information left on the device. Borrowers are responsible for removing any files or downloads that occurred when they had the device checked out. Borrowers may not register the device with personal credit cards. The Library will not reimburse borrowers for any purchases made on the device.

Deliberately altering any files or modifying the configuration of Library-owned equipment is strictly prohibited.

The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure, data loss, or interruption of service during use. Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing

damage to electronic devices checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.

Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

Some electronic devices may offer access to the internet, and the library is not liable for any material accessed beyond pre-loaded materials.

Electronic devices may not be returned to other libraries or to the the Elting Memorial Library indoor or outdoor book drops. the Elting Memorial Library requests that electronic devices be returned inside the library to a staff member behind the Circulation desk. Library staff will inspect contents at checkout and return to ensure all items are accounted for and appear to be in good condition.

Electronic devices are not considered returned until all items associated with it, including (but not limited to) AC adapter, USB cord, tablet, protective cases, and carrying case, have been returned to the library in good condition. If any items are missing upon return, the library reserves the right to refuse acceptance of the equipment until all items are returned. Alternatively, if an item is returned at the library via book drop or other means, the Library will charge the borrower for any resulting damage.

Borrowers agree to abide by all library policies and procedures when borrowing electronic devices and/or other library materials. The library reserves the right to deny the use of electronic devices to any borrower who does not adhere to the Elting Memorial Library policies and procedures.

Adopted: Thursday, January 27, 2022