

## Sioux City Public Library Policy

### Electronic Device Circulation Policy

Board Approved: October 21, 2020

Revised: May 18, 2022

This Electronic Device Circulation Policy sets policy regarding circulation of the Library's electronic devices.

### **BORROWERS**

- Available to City of Sioux City resident Library cardholders in good standing with no outstanding charges or claim returned items.
- The cardholder must be 18 years of age or older and must present their physical Library card and a current photo ID to check out a device. Additional proof of address may be required.
- Patrons must complete the Lending Agreement Form acknowledging they will comply with this policy and that they understand the responsibilities of the borrower.

### **CIRCULATION PERIOD**

- Electronic device loan period is up to 7 (seven) calendar days with no renewals.
- Only one device will be allowed per card as each device allows connection of up to eight (8) other devices.
- If the device is not returned to the Library by the due date, the device will be deactivated remotely.

### **USE OF DEVICES**

The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages or expense resulting from the use of loaned electronic devices. Deliberate altering of any files or modifying the configuration of library-owned electronic devices is strictly prohibited. Devices cannot be used outside the United States. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning devices.

### **CHARGES**

- Overdue fees will be charged for devices not returned by their due date in the amount of \$1.00 per day, up to \$10.00.
- Patrons will be held responsible for all applicable replacement costs and processing fees, up to \$250.00 for electronic devices and/or accessories (charging cord, power adapter, case) if lost, stolen or damaged while checked out.
- Borrowers will be charged for damage sustained to equipment from placing it in a book return.
- The Library will not accept replacement devices or accessories purchased by the customer.
- The Library will seek to recover devices not returned. The Library will attempt to notify the cardholder via their primary notification method. If this fails, other methods of recovery may be utilized.

*Charges will be assessed for lost or damaged components as follows:*

Lost/damaged electronic device	\$200.00
Processing Fee for lost/damaged device	\$20.00
Lost/damaged charging cable or plug:	\$10.00
Lost/damaged case:	\$20.00
Damaged Screen Protector	\$3.00