

Library Operations and Services

Technology Lending Policy

Approved by Board of Trustees: 12-17-24

Effective Date: 12-18-14

Revisions:

Purpose:

Hudson Area Public Library (HAPL) offers technology-based items as part of the Library of Things collection. Patrons are able to check these items out from the Library to take home. This policy has been developed to ensure technology-based items are handled with care and returned to the Library in their original state.

[Attachment: Technology Equipment User Agreement](#)
[Supplemental materials: Internet Safety Handout](#)

General Guidelines

- HAPL's collection of Technology Equipment is not available for transit to other libraries or for interlibrary loan. All Technology Equipment must be checked out from and returned to the HAPL circulation desk. The items **may not** be returned through the outdoor book drop.
- HAPL strives to provide clean, secure, and fully functional equipment. The Library is not responsible for charging the equipment or for unforeseen hardware or software failure.
- Equipment performance may vary depending on location and coverage in the area where used.
- Borrowers are responsible for ensuring the network they use is secure and for protecting their personal information.
- The library does not install filtering software or parental controls on devices. Parents or guardians should supervise minors' use of devices and equipment. Library staff are not authorized or mandated to act *in loco parentis* (in place of parent).

- Borrowers are encouraged to follow safe Internet practices and agree to refrain from online activity that violates federal, state, or local laws. *Upon request, Library staff will provide a handout of generally accepted safe Internet practices.*
- HAPL and all affiliated entities and persons are not responsible for any damage, loss or injury due to use of Technology Equipment.
- Technology Equipment is available on a first-come, first-served basis and may not be placed on hold, with the exception of Hotspots, Rokus and Chromebooks.

Patron Responsibilities

- Borrowers must be 18 years of age or older and must present a valid MORE library card to check out any Technology Equipment.
- Borrowers must fill out and sign a *Technology Equipment User Agreement*.
- A borrower (or family group) may only check out two Technology items at a time.
- Borrowers assume liability for the safe return of Technology Equipment to HAPL. Borrowers assume liability for damages. Items must be returned in the same condition as issued, barring normal wear and tear.
- Library staff will make every effort to document any existing damage; however, if a borrower discovers any pre-existing damage to the equipment checked out, the borrower should notify HAPL staff as soon as possible. Failure to notify HAPL of existing damage limits the borrower's ability to dispute charges for damages.

Returns and fees

- The lending period is fourteen (14) days.
 - HAPL Technology Equipment cannot be returned to other libraries.
 - HAPL Technology Equipment cannot be renewed.
 - HAPL Technology Equipment must be returned **inside** the library.
- Technology Equipment is not considered returned until all items associated with it, including power adapters, instructions, carrying cases, etc., have been returned to HAPL in good condition. Partial return of equipment does not prohibit the Library from accessing late fees.
 - Late fees include a \$5 fee per day, per item with a maximum fee of \$25 per item.
 - Equipment that is overdue beyond 21 days will be billed for the replacement cost plus a \$25 nonrefundable processing fee.
 - If a lost item is found and returned to the library in its original condition within 30 days of paying the replacement cost, the patron will be reimbursed for the paid replacement cost minus the nonrefundable processing fee of \$25 per item.
- Borrowers are responsible for damaged and/or missing pieces of the Technology Equipment and agree to cover the cost of damage and/or replacement costs, as determined by Library staff.
- HAPL reserves the right to deny the use of Technology Equipment to any borrower who repeatedly loses or returns equipment late.



Whether you are a child or adult, there are unbiased predators and potentially inappropriate content that can be very harmful to unsuspecting users.

Don't make it easy to regret your online experience.

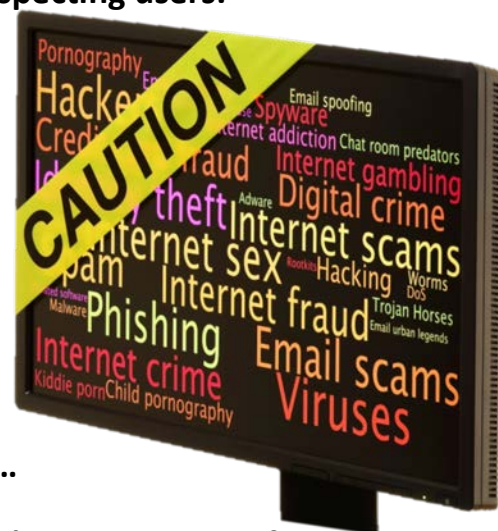
Telephone or Cell number...

Home Address...

Account Passwords...

Sharing photos...

Emails from unknown senders...



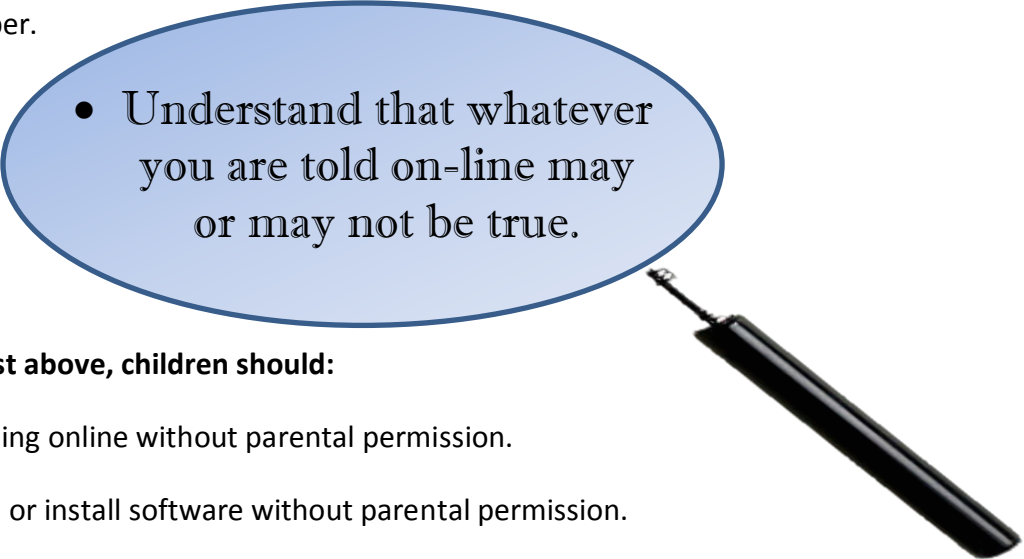
Revealing personal information and images can put user's privacy and safety at risk. Don't let down your first line of defense... which is you!

Here are some tips to keep in mind!

Everyone should:

- Remember to logout of the accounts you've accessed before leaving the terminal, even if it's a home computer.
- Never open an attachment from someone you don't know. No matter how tempting! EX: (Subject Line: Free Vacation!)

- Never share your password with anyone.
- Never upload (post) pictures of yourself onto the Internet or on-line service to people you do not personally know and NEVER upload explicit photos.
- Never post vacation plans online. EX: (Status: Leaving tomorrow for a 7 day cruise!)
- Never download pictures from an unknown source, as there is a good chance there could be sexually explicit images.
- Never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never send money or account information to a non-validated source.
- Make sure intended web address is correct.
- Never give out identifying information such as your name, home address, school name, or telephone number.

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- Understand that whatever you are told on-line may or may not be true.

In addition to the list above, children should:

- Never buy anything online without parental permission.
- Never download or install software without parental permission.
- Print out and report mean or insulting messages to your parents or to a teacher at school.
- Never use imagines or messages that are hurtful or insulting to others.
- Never arrange a face-to-face meeting with someone you met on- line. NO MATTER WHAT!

Parents should:

- Keep the computer in a high-traffic area of your home.
- Remember that Internet technology can be mobile, so make sure to monitor cell phones, gaming devices, and laptops.

- Establish clear limits for which online sites children may visit and for how long.
- Create a favorites folder for sites your children are allowed to visit.
- Know who is connecting with your children online and set rules for social networking, instant messaging, e-mailing, online gaming, and using webcams.
- Periodically check your child's postings and internet history.
- Maintain an open dialogue with your children about their internet activities and online safety.
- In addition to yourself, identify other safe people to talk with about uncomfortable or dangerous internet incidents.

Source: The Federal Communications Commission

To find out the latest information on cyber safety or to report cyber incidents visit:

Federal Bureau of Investigation

<http://www.fbi.gov/about-us/investigate/cyber/cyber>