

# Technology Lending

## OVERVIEW

The Elkford Public Library has in its collection technology such as laptops, tablets, and e-readers (referred to as Devices), for the purpose of lending to library patrons. This document outlines the circumstances under which patrons may borrow Devices and the responsibilities of the Library staff.

## BORROWING CRITERIA

- Patrons borrowing Devices must be at least 19 years old (photo ID will be required if patrons are not known to staff).
- Patrons must have a valid Elkford Public Library card for at least three months and it must be in good standing.
- If the Device requires an e-mail or other personal account to operate, such as tablets or e-readers, patrons must set up the Device using their own personal account(s).
- Patrons must read, initial, and sign the Elkford Public Library Agreement for Borrowing Technology.
  - Patrons are responsible for paying the replacement or repair cost if the Device or its accessories is lost, stolen, or damaged.

## LOAN PERIOD

The loan and renewal periods detailed in Table 3. Devices may be put on hold, as with other items in the Library's collection. When a hold is put on a Device, it will be held for one week, after which time the hold will expire and the item will become available to other borrowers.

Table 3: Device Loan and Renewal Terms

Device	Loan Period / days	Renewal Period / days	Maximum Renewals
Radon Detector Kit	As recommended by BC Lung Association for radon detection		
Tablet (iPad or other)	21	21	1
eReader	21	21	1
Laptop	21	21	1

## LOAN LIMIT

Up to two Devices per library card can be borrowed at any one time.

## EMPLOYEE RESPONSIBILITIES

- Employees processing Devices for loan must be familiar with the basic operation of the equipment.
- Employees will ensure that all personal information, personal files, and accounts are removed from Devices upon their return, and prior to lending to patrons.
- Employees will ensure that the Device is in good working order before lending it to patrons and will note any pre-existing damage.
- Employees must report damaged or missing equipment to the Library Director so that it may be repaired or replaced.