



## 2.12 Device Circulation

The New Braunfels Public Library has 30 Chromebooks and 30 WiFi hotspots available for circulation. This project is made possible by a grant from the U.S. Institute of Museum and Library Services (Grant #LS-249990-OLS-21) to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act. (2021) The library also has 13 SilverSpot tablets available for circulation.

### I. Eligibility

To borrow a Chromebook, hotspot, or SilverSpot tablets from the library, you must be 18 years of age or older, a New Braunfels Public Library cardholder, and in good standing with the library. You must be willing to sign a patron agreement form acknowledging terms and conditions of use of the device(s).

### II. Loan Period

Devices may be checked out for a four-week period with no renewals.

Devices may be put on hold online or over the phone and will be returned to circulation if not picked up within five (5) days of becoming available.

Devices must be checked out and returned to the Service Desk at the main library or Westside branch. Devices will be kept in the staff area until they are checked out to patrons. Upon return, devices must be handed to a staff member at the Service Desk so that a staff member can verify that all components of the device(s) are accounted for before checking it in from the borrowing patron's account.

Items may not be left at the desk if the desk is unattended. Patrons must find a staff member to assist them before returning the device.

- Devices returned to an unattended desk are not considered to be formally returned and may be subject to additional fees or replacement charges.
- Devices may not be returned in the book drop. **A \$20 fee will be charged for returning hotspots, SilverSpots, or Chromebooks in the book drop.**

Patrons will be assessed a \$5 charge for a missing or damaged charger, a \$15 charge for missing or damaged case, and an \$80 charge for a missing or damaged hotspot. Charges for a damaged Chromebook or SilverSpot will be assessed by library staff and will not exceed the replacement cost of the Chromebook or tablet.

Data will be stopped to device one (1) day after it is due. All devices will be considered lost and billed three (3) days after due, with charges being removed upon return of the device and accessories in good working condition.

### **III. Liability**

Any changes to the device, tampering, or alterations is not permitted and will result in loss device borrowing privileges. Any loss or damage of the device should be reported immediately. Borrowers should not attempt to troubleshoot problems on any library device.

The New Braunfels Public Library is not responsible for any information accessed or action taken by a patron while using a Chromebook or tablet. The Library is not responsible for the loss of any data while using a Chromebook or tablet.

The Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for its content. Parents are advised to supervise their children's Internet sessions. The Library is not responsible for Internet information selected and/or accessed by children.

Parents/guardians are responsible for the use of library devices by minors. Unlawful use of the Internet or use that violates the Library's Internet and Electronic Resource Use Policy is prohibited and may result in the loss of borrowing privileges. The Library employs the use of filtering software to assist in prohibiting access to material that is obscene, contains child pornography, or is harmful to minors and to comply with federal law. However, users should be aware that the nature of the Internet precludes any filtering software from being fully effective.

## Appendix A – Device Use Agreement Form

- To borrow a Chromebook, hotspot, or SilverSpot tablet you must be 18 years of age or older, a New Braunfels Public Library cardholder, and in good standing with the library.
- All devices check out for a four-week period with no renewals.
- Devices must be returned to the Service Desk at the main library or Westside branch. A \$20 fee will be charged for returning any library device in a bookdrop.
- Devices returned to an unattended desk are not considered to be formally returned and may be subject to additional fees or replacement charges.
- Patrons will be assessed a \$5 charge for a missing or damaged charger, a \$15 charge for missing or damaged case, and an \$80 charge for a missing or damaged hotspot.
- Charges for a damaged Chromebook or SilverSpot tablet will be assessed by library staff and will not exceed the replacement cost of the Chromebook or SilverSpot tablet.
- Data will be stopped one (1) day after it is due. Devices will be considered lost and billed three (3) days after due, with charges being removed upon return of the Chromebook and/or hotspot and accessories in good working condition.

### Terms of Use

Any changes to a library device, tampering, or alterations is not permitted and will result in loss of device borrowing privileges. Any loss or damage of a device should be reported immediately.

Borrowers should not attempt to troubleshoot problems on a library device.

The New Braunfels Public Library is not responsible for any information accessed or action taken by a patron while using a Chromebook or tablet. The Library is not responsible for the loss of any data while using a Chromebook or tablet.

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I have read and understand the above terms of use for borrowing library devices.



Approved by the New Braunfels Public Library Board, April 18, 2022

By: Ami Sauer

President, Library Advisory Board

Attest: [Signature]

Library Director