

Policy: Technology Lending

Board motion number: 29:21, March 27, 2021 Chair's signature: _____

The Bonnechere Union Public Library makes technology lending available to library card holders to borrow and these electronic devices are provided according to availability. Electronic devices help increase access to the internet for community members, in effect minimizing the digital divide in our community.

The following rules and regulations apply:

1. Electronic devices may be borrowed by library card holders in good standing (i.e., no fines outstanding) over the age of 18. If the device is to leave the building overnight,
 - a. photo identification in addition to a library card will be required.
 - b. for borrowers between the ages of 14 and 18, a co-signature of a parent or guardian will be required.
 - c. Borrowers must agree to read the written operating instructions or view the operating video once one is produced.
 - d. Borrowers agree to a short session with library staff to learn proper care and use of the device.
2. The loan period is one week for home use.
3. Electronic devices may be reserved. If not reserved, the electronic devices will be lent on a first-come first-served basis.
4. Limited technical support is available through the information desk—only in-person during the library's open hours. Users attest that they have basic familiarity and comfort with using the device(s).
5. Renewals may not be made in advance and must be made in person.
6. Electronic devices must be returned in person. Borrowers are requested to wait until the device is checked and the sign out sheet returned with the signature of the staff person on duty at the circulation desk.
7. The borrower assumes full responsibility for the cost of repair or replacement if the device is lost, stolen, or damaged. If there is a co-signer for users between 14 and 18, the co-signer accepts the same level of responsibility as the user.

613.628.2400

74 Maple Street, Eganville, ON K0J 1T0
www.bonnechereupl.com



*your community
your library*

Technology Lending Agreement

I have read and understand the Bonnechere Union Public Library Technology Lending Policy and agree to adhere to the terms and conditions.

_____	_____	_____
Print Name (First & Last)	Library Card Number	Additional Identification Provided
_____	_____	_____
Date Out:		Date Due:
_____	_____	_____
User Signature		Staff Signature
_____		_____
Co-signer Signature (for users 14-18 years old)		

On return:

_____	_____	_____	_____
Date In:		Fine y/n:	Amount:

The electronic device(s) and all accessories have been returned and appear to be in good condition.

Staff Signature