

# KNOXVILLE PUBLIC LIBRARY

## Technology Equipment Policy

### Overview

The Knoxville Public Library is pleased to offer the checkout of technology devices to our patrons of good standing. It is part of our mission to provide access to technology for the residents of Knoxville and rural Marion County.

### Tablet/E-Reader/Laptop Device Limits and Availability of Use

- Patrons may only check out devices with a current library card.
- Patrons must be in good standing to be able to check out devices.
- Borrowers are restricted to using the patron account and may not install any outside software or defeat system restrictions on access and use.
- Borrowers may not alter, delete, or copy any software loaded on the device or change its existing configuration.
- Patrons using sound-enabled resources must wear headphones. Headphones are available for check-out or purchase at the circulation desk.

### Tablet/E-Reader/Laptop Checkout

- These devices will be available on a first-come, first-served basis and may not be reserved in advanced due to availability.
- Time limits may be set on check out of devices due to lack of availability. The minimum time limit is 30 minutes and the maximum time limit is four (4) hours, subject to discretion of library staff.

### Tablet/E-Reader/Laptop Checkout Procedure

- A patron borrowing a device agrees to abide by the Library's Equipment Use Policy and the Library's Internet Use Policy.
- At the time of checkout, a staff member will inspect the device to make sure that it is intact and functioning properly.
- The Library's Wireless Internet Access Policy will govern wireless Internet use on the device.

### Tablet/E-Reader/Laptop Loan Period and Check-In Procedure

- All peripherals, laptop bags, charging cords, carrying cases and associated accessories will be returned with the devices. Library staff will complete the check-in and inspect the equipment before checking in devices.
- Borrowers must leave the devices in the care of a library staff member and complete the check-in procedure before the devices will be considered returned. Devices may NOT be left unattended at the library's Checkout or Reference desks.
- The devices will be booted up and checked for functionality upon return.
- Devices not returned to the Library are subject to the Circulation Policy procedures, including but not limited to being submitted to a Collection Agency.
- The borrower is responsible for the device's functioning and state while the device is in his or her possession. The device must be returned in full working order.
- Under no circumstances should a borrower leave the device unattended. The Library will not be responsible for a lost or stolen device even when it is used inside the Library.

## **Copyright Regulations and Other Restrictions**

Users may not.....

- Use the Library's Wi-Fi access for illegal or criminal purposes, including:
  - Violation of Iowa State Law, which makes it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts using the Internet.
  - Violation of U.S. Copyright law (title 17, U.S. Code) which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of "fair use".
- Use of obscene language.
- Display offensive or sexually explicit messages or pictures.
- Use the Library's Internet Wi-Fi to gain unauthorized access to the Library's or any other organization's networks or computer systems.
- Send unsolicited bulk and/or commercial messages ("spam") over the Internet using Wi-Fi or use the service for activities that invade another's privacy.
- Forge or misrepresent messages headers, whether in whole or in part, to mask the originator of the message.

Wi-Fi users will be courteous and considerate of other library patrons while using library furniture and will be subject to the directions of the library staff at all times.

## **Hotspot Checkouts**

- Hotspots are available for checkout for two-week time periods.
- Patrons using hotspot services must have a Knoxville Public Library card, be a resident of the City of Knoxville or rural Marion County, and be in good standing. Patrons meeting the registration requirements of the Circulation Policy are eligible to check out Hotspots.
- Hotspots will not be circulated to Open Access patrons.
- Hotspots not returned will have service suspended on the device and all fees will be charged to the patron, including reconnection fees, if there are any.
- Hotspot patrons that have two certified letters sent concerning non-return of hotspots will be suspended from use of hotspots for a six-month time.
- Hotspots will be checked out with a charging cord and carrying case.

## **Video Equipment Checkout**

- Video equipment is available for check-out for two weeks, with two renewals allowed.
- Patrons must have a Knoxville Public Library card, be a resident of the City of Knoxville or rural Marion County, and be in good standing. Patrons meeting the registration requirements of the Circulation Policy are eligible to check out the video equipment.
- Video equipment will not be circulated to Open Access patrons.
- No patron shall attempt to "fix", correct, or change any equipment or settings on equipment. Any questions or problems should be referred to library staff.
- All peripherals, laptop bags, charging cords, carrying cases and associated accessories will be returned with the devices. Library staff will complete the check-in and inspect the equipment before checking in devices.
- Borrowers must leave the devices in the care of a library staff member and complete the check-in procedure before the devices will be considered returned. Devices may NOT be left unattended at the library's Checkout or Reference desks.

- The devices will be booted up and checked for functionality upon return.

### **Fees and Liability to Borrower**

- Library Staff will have complete discretion on allowing or disallowing checkout of the library's devices and checkout may be denied as library staff deems necessary.
- Failure to properly use or return a device according to procedure may result in denial of future borrowing privileges and/or prosecution by law.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the devices or the associated peripheral equipment during the checkout period, or its replacement costs should it be lost or stolen.

### **Disclaimer**

Knoxville Public Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.

Use of Library devices is entirely at the risk of the user and the Knoxville Public Library is not responsible for any loss, injury, or damages resulting from the use of the Library's devices.

The Library disclaims all liability for loss of confidential information or damages resulting from that loss and accepts no responsibility for breach of privacy. The Library recommends that no personal information be entered at any time using a Library device. Unless you clear the history, cache, and cookies yourself, your privacy is at risk. The Library does not do this. If you log in to any service, please be certain to log out.

Adopted by the Knoxville Public Library Board of Trustees

Date: July 15, 2020

