

## Technology Check-out Policy

Library District 1 makes available a variety of technology materials for patrons in good-standing to check out for off-premise use.

Good-standing is defined as:

- Patrons with a home library at one of the Doniphan County branches.
- Patrons that have no overdue materials.
- Patrons that do not owe fees for lost items.
- Patrons that do not have any suspension from use of library facilities for behavior issues.

The following items may be checked out for three (3) days.

- Laptops
- iPads
- Kindle Fires
- Portable Cricket Hotspots

These items cannot be renewed over the phone or internet, and must be returned to a Doniphan County Library branch on the third day. Following inspection by library staff (anyone at the front desk), they may be renewed for an additional three (3) days, if the items are in good working condition and there are no hold requests for the item.

A late fine of \$5 per day will be assessed for technology items. Make this clear to the patron upon checkout. *When they return the item, the fine may be waived by any staff, provided the device is in good working condition and the patron has a valid excuse.*

It is the responsibility of Tech Support to monthly verify that items can be located via such applications as "Find My Device". All items will be inventoried on a monthly basis.

Items will be logged into NEXTKansas Staff Client (aka KOHA), and checked out like all materials.

Items cannot be checked out to minors (under 18), unless a responsible adult has signed approval (see attachment, [ApprovalForMinorTechnologyCheckout.pdf](#)) and said approval is recorded on child's account. Signed approvals must be scanned and e-mailed to [techsupport@librarydistrict1.org](mailto:techsupport@librarydistrict1.org).

Adults are also expected to sign a statement of understanding, declaring the value of the equipment they are checking out. (See attachment, [TechnologyCheckoutStatementforAdults.pdf](#).) Scan the signed approval and e-mail it to [techsupport@librarydistrict1.org](mailto:techsupport@librarydistrict1.org). Note receipt of signed document in patron's account. Authorization is valid until cancelled by either Library District 1 or the patron.

## Technology Checkout Statement

Library District 1 makes available a variety of technology materials for patrons in good-standing to check out for off-premise use. By signing below, I agree that I understand all of the following:

- I understand that there is a monetary value attached to all items, ranging from \$100 to \$500 (see below).
- Items may be checked out for three (3) days. Items are not renewable. They must be returned to a Doniphan County Library branch on the third day. *A \$5 per day fine will be assessed for items not returned, beginning on the fourth day.*
- If items are lost or damaged beyond use, I understand that I am responsible for paying to have these items replaced.
- I understand that this amount must be paid in cash. It cannot be "worked off"
- Failure to do so will result in loss of library privileges for myself. Library District 1 may report property loss/damage to legal authorities for resolution.

Replacement cost of items that I may check out (checkmark to indicate understanding):

- Laptops – \$500
- iPads - \$500
- Kindle Fires - \$100
- Portable Cricket Hotspots - \$400

Authorization is valid until cancelled by either Library District 1 or the undersigned patron.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(LD1 Witness)

## Technology Checkout Authorization for Minors

I, the undersigned, give approval for the following minors to check out technology items from Library District 1:

- 1.
- 2.
- 3.

Items may be checked out for three (3) days. Items are not renewable. They must be returned to a Doniphan County Library branch on the third day. *A \$5 per day fine will be assessed for items not returned, beginning on the fourth day.*

I understand that there is a monetary value attached to all items, ranging from \$100 to \$500 (see below). If items are lost or damaged beyond use, I understand that I am responsible for paying to have these items replaced. I understand that this amount must be paid in cash. It cannot be "worked off".

Failure to do so will result in loss of library privileges for myself and the minor involved. Library District 1 may report property loss/damage to legal authorities for resolution.

Items I approve for checkout (please initial by each that you approve):

- Laptops -- Replacement cost \$500
- iPads - \$500
- Kindle Fires - \$100
- Portable Cricket Hotspots - \$400

Authorization is valid until cancelled by either Library District 1 or the undersigned patron.

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(Signature)

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(Date)

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(Printed Name)

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(LD1 Witness)