

	Policy Title <b>Device Lending Policy</b>	Policy Number <b>3.4</b>
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**I. Description**

- a. The Camas Public Library offers patrons the opportunity to borrow electronic devices for use within the Library for educational and recreational purposes.

**II. Loan Period and Guidelines**

- a. Devices are checked out for use within the Library only for up to two (2) hours to a valid Library card, with 1 renewal if equipment is available. Under no circumstances shall the device be removed from the Library property.
- b. Library account must be in good standing.
- c. Devices must be returned at least 15 minutes prior to the Library closing.
- d. Users must be 12 years or older and have a signed Device Lending Agreement on file:
  - i. The agreement must be signed by a parent or guardian, whose library card is in good standing, for borrowers younger than 18.
- e. Use of the devices must be in accordance with the Public Computer and Internet Acceptable Use Agreement (available on the Library’s website and attached herein).
- f. Users agree to maintain the integrity of the device, not alter any settings or software, and agree to report any hardware or software problems to Library staff.
- g. Devices must be kept with the user at all times. Users are responsible for any changes in condition while devices are in their care and for replacement for damage, loss or theft.
- h. The Library is not responsible for any damage to the user’s removable drives or loss of data that may occur due to any malfunctioning Library hardware and/or software.

**Device Lending Agreement**

I agree:

- To abide by the Library’s Device Lending Policy as stated above.
- To pay full repair and/or replacement costs should the device or any peripherals be stolen, lost, not returned or damaged.
- To use the equipment in accordance with the Public Computer and Internet Acceptable Use Agreement

I have read the entire policy and my signature below indicates my agreement with the above statements.

Date:

Library Card:

Name:

Phone Number:

Name of Parent/Guardian:

Signature:

Originally approved by City Attorney and adopted by the Board of Trustees on February 8, 2018.