

## Umbrella Technology Policy

The Kirkwood Public Library strives to create a collection of technological and electronic items that are on the leading edge of trends, are in demand by our community, and promote accessibility. Evaluating and evolving this collection to meet the needs of our community is a priority. Items for the technology collection will be determined by staff.

### KPL Technology Borrowing Guidelines:

- Patron must have less than \$10.00 in fines on their Library account.
- For patrons under 18, a parent or guardian must be present to provide signed permission for check out.
- Technology items may be placed on hold, but must be picked up and returned to Kirkwood Public Library.
- The Library will not be held liable for any injuries or damage to self or personal property as a result of Technology item use. Individuals using Technology items agree that they do so at their own risk.
- The Kirkwood Public Library is not responsible for breaches of personal information, or online accounts that may occur from an individual's use of the Library's Technology devices.

### Overdue Fines and Replacement Costs:

Patrons are responsible for any overdue fines and replacement costs. Fines for overdue Technology items are \$1.00 per day, per item up to \$28. Replacement costs for Technology items plus a \$5.00 processing fee will be charged at 28 days overdue. If an item is returned missing a part that can be replaced the patron will be charged the cost to replace that item as recorded in the item record or determined by library staff. A \$10.00 fee will be assessed to patrons who reset or render unusable a device that can be restored. If the device is rendered completely unusable by the altering of settings the patron will be charged for the full replacement of the device.

Loan Periods and Renewals: Technology items will check out for a period of 3 weeks with 3 renewals.

APPENDIX T Kirkwood Public Library Circulating Technology User Agreement

I am borrowing a(n) \_\_\_\_\_ from Kirkwood Public Library. I agree to the following:

- ❖ Checkout of the \_\_\_\_\_ (item) is for 3 weeks, with 3 renewals. After the due date an overdue fine of \$1.00 per day (up to \$28.00) will be applied to my library account and a replacement fee and \$5.00 processing fee will be assessed if the item ages to Lost.
- ❖ I will not expose the item to water or extreme heat or cold.
- ❖ I will return the item to a library staff member at the Customer Service Desk at Kirkwood Public Library and not to the book drop or another library.
- ❖ I will cover the replacement cost if the item or its accessories are lost or damaged.
- ❖ A \$10.00 fee will be assessed on an item that has had its contents significantly altered and requires significant staff time or factory reset to repair.
- ❖ I understand that the Library is not liable for any injuries or personal property damage incurred as a result of Technology use, and I will not hold the Library responsible if any injuries or personal property damage are incurred as a result of Technology use.
- ❖ The Kirkwood Public Library is not responsible for breaches of personal information, or online accounts that may occur from an individual's use of the Library's Technology item.
- ❖ The item is in good working order and all parts and accessories are present when checked out \_\_\_\_\_ (Patron Initials)

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

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Type of Device and Barcode: \_\_\_\_\_

Circ Initials \_\_\_\_\_

*For patrons under 18:* Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

**KIRKWOOD PUBLIC LIBRARY Technology Check-in**

I am returning a Technology item from Kirkwood Public Library. I agree to the following:

- ❖ All parts have been returned. \_\_\_\_\_ (Patron Initials) \_\_\_\_\_ (Staff Initials)

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Technology Checked In Staff Initials \_\_\_\_\_

Technology Parts/Review with patrons

### **Telescope**

Accessories: telescope, laminated user's manual, head lamp/red light, Audubon Society Pocket Guide, pouch on telescope)

Review: eye piece, red dot finder, Do not look directly at the sun through the telescope finder even for a moment as permanent eye damage could result. Do not point the telescope at the sun, which could result in telescope parts melting

### **eReaders:**

Accessories: case, zipper bag with USB cable and power adapter

Review: Powering on and off, accessing eBooks, use of Overdrive and Hoopla (if applicable).

### **Sony Blu-ray Player:**

Accessories: in-car charger, regular wall plug AC charger, remote control, HDMI cable

Review: Powering on and off, loading movie

### **Cutrip Blu-ray Player**

Accessories: car charger, ac adapter, remote, av cable, hdmi cable

Review: Powering on and off, loading movie

### **Sony Blu-ray Player**

Accessories: car charger, ac adapter, remote, hdmi cable

Review: Powering on and off, loading movie

### **Hot Spots:**

Accessories: Case, instructions, charging cord

Review: Turning on, making connection

### **Record Player:**

Accessories: zipper pouch, USB A-B cable, CD, manual, stylus cap, 45rpm adapter

Review: powering on and off, how to hold record and place on player, how to drop needle

### **CD Boombox:**

Accessories: case, power cable, instructions

### **Crenova Projector:**

Accessories: rubber lens cap, adjustable foot, instruction booklet, remote control, av cable connector, power cable, case, VGA cable, HDMI cable

Review: turning on/off, connections

### **Vamvo Mini Projector:**

Accessories: case, remote control, tripod, power cable, hdmi cable, instructions

### **QKK Projector:**

Accessories: case, screen, remote control, power cable, a/v cable, hdmi cable, vga cable, instructions

Updated 9/20/21

**120" Projection Screen (IT Checks):**

Accessories: frame, screen, grounding stakes, instructions

**iPad/iPod (IT Checks):**

Accessories: bag, protective cover, cord and wall plug

Review: turning on/off, available apps

**Binoculars:**

Accessories: Hard case, binoculars, instruction manual, The Night Sky folding pocket guide, Backyard Birds of Eastern/Central North America folding pocket guide

**External Floppy Disc Drive:**

Accessories: case, instructions

**External DVD/CD Drive:**

Accessories: case, USB adapter, instructions

**Webcam:**

Accessories: case, tripod, instructions

**Drawing Tablet:**

Accessories: case, pen, USB cable, instructions

**USB Digital Microscope:**

Accessories: case, mounting arm, mounting plate, instructions

**Rod & Reels**

rod, & reel attached at bottom, pouch with 3 information brochures/bookmark on fishing (can be replaced from corner office)

**Bicycle GPS (IT Checks):**

Accessories: case, protective sleeve, mounting brackets, charging cable, instructions

**Golf Rangefinder (IT Checks):**

Accessories: case, instructions

**Dodow Sleep Aid:**

Accessories: case, instructions

**Oculus Quest VR Set (IT Checks):**

Accessories: case, 2 controllers, ac adapter, charging cable, face adapters, instructions

**GoPro (IT Checks):**

Accessories: case w/ insert, 2 batteries, battery charger, various accessories, instructions

**Gimbal Stabilizer (Smartphone) (IT Checks):**

Accessories: case, USB cable, tripod, instructions

**Gimbal Stabilizer (GoPro/Actioncam) (IT Checks):**

Accessories: case, USB cable, charging adapters, tripod, instructions

**Adapters:**

Check for: Zipper pouch and adapter. Make sure adapter does not look frayed or damaged.