



Serving Appling, Bacon, Clinch, Pierce, and Ware Counties

Library Device and Equipment Lending Policy

To replace the Chromebook Lending Policy approved by Regional Library Board of Trustees on February 2, 2015, revised May 7, 2018, revised May 23, 2022

The Okefenokee Regional Library System offers free access to a variety of equipment and devices to the public for their educational, informational, and recreational purposes. Patrons need to have a valid OKRLS library card *and* present their valid state-issued picture ID in order to check out library equipment and/or devices; parents or legal guardians may present their ID on behalf of a juvenile borrower.

Rules of Conduct for Borrowing Library Devices and Equipment

Failure to comply with the Rules of Conduct listed below may result in the restricting of a user's borrowing privilege at the discretion of Library staff. Severe infractions may also result in the loss of Library privileges and/or possible prosecution.

- Devices and equipment will be circulated on a first-come, first-served basis and are not available for holds.
- Devices and equipment must be returned to the library branch where they were checked out.
- First-time borrowers must sign the Borrower Agreement; parents/legal guardians must sign for juvenile users.
- Users agree to immediately report any hardware or software problems and/or damages to the devices and/or equipment they checked out.
- Users are responsible for any loss or damage to the devices and/or equipment while it is checked out to them up to the replacement cost of the item and any associated processing fee.
- Users are responsible for any late fines accrued if the equipment and/or devices are returned late.

Library Device and Equipment Borrower's Agreement

When borrowing a device and/or equipment from the Okefenokee Regional Library System, I understand and agree to the following:

- I have read and agree to follow the Library Device and Equipment Lending Policy and Rules of Conduct listed above;
- Library staff have informed me of the loan requirements and I have agreed to them, including whether the item is:
 - ✓ Library Use Only or is able to be removed from Library premises;
 - ✓ What the loan period is;
 - ✓ What the renewal options are, if any;
 - ✓ What the late fees are;
 - ✓ What the maximum charges could be for damages and processing fees for the item under my care.

This equipment/service is intended for library patrons who do not otherwise have access to equipment or services sufficient to meet the patrons' educational needs, by signing this statement the patron claims that they would otherwise lack such access.

My signature below certifies that I have read, understand, and agree to all of the terms and conditions stated in the Library Devices and Equipment Lending Policy.

Printed Name of Borrower

Signature of Borrower
Date

Borrower Library Card Number: _____

Library Staff Initials: _____