Electronic Device Use Policy

Purpose of Policy:
The Brown County Library provides access to electronic devices for use in the library or for checkout to supply Brown County Library users with the technological knowledge necessary to be up-to-date.

Definition and Description of Devices Available:
A. Items available for checkout to use outside of the library:
1. Chromebooks
2. WiFi Hotspots
3. Arduino Kits
B. Items available for checkout to use inside the library:
1. Laptops

Rules of Use:
A. All library policies that apply to other library items or patron behavior in the library also apply to the use of electronic devices unless noted in this policy.
B. A patron must be at least 12 years old to use the devices listed in this policy.
C. As with all other library materials, the user assumes responsibility for the item and is liable for damage or loss of parts.
D. Checkout of WiFi Hotspots is for 7 days and for all other devices intended to be used outside the library checkouts are for 21 days. No renewals are allowed on these items.
E. WiFi Hotspots are limited to one checkout per household per month.
F. Laptops must be checked out, but are for in-library use only and are not permitted off library property. Laptops are checked out in 2 hour increments. Laptops removed from the library building will be considered stolen, and law enforcement will be contacted. Laptops must be returned before the end of business hours on the day of checkout or they will be assumed stolen.
G. Users must return devices listed in this policy to the appropriate service desk at the Brown County Library location in which they checked the item out. They should not put devices into a bookdrop or media drop for return, nor should they return any device to non-Brown County Library locations.
H. Replacement cost is noted on the device package and is firm (see Fines section of the policy).
I. Devices will not be checked in immediately. Library staff will inspect the device thoroughly before check-in.
J. Patrons may not alter, delete or copy any software loaded on the devices or otherwise change its existing configuration. Saving files on the laptop should be done using cloud technologies or personal removable media (disks, flashdrives,

saving to e-mail accounts, etc.). Hard drives on library computers are automatically cleared when rebooted.

K. Patrons cannot place holds on devices listed in this policy; however, if a patron calls and a device is available, a device's status will be changed to "customer pick-up" and set aside for two hours. Pickup for devices will be at the Service Desk.

L. There is a limit of one device of each type per card at any one time.

M. Responsibility for supervising children's use of electronic devices and their content rests with parents or legal guardians. Selection of content for devices will not be inhibited by the possibility that materials may come into the possession of children. Electronic device content is viewed as a virtual extension of the contents within the entire library.

N. However, unlike printed material, some of these devices allow for use of the internet, and the Brown County Library does not control what is published on the internet. The Library also recognizes what is acceptable for one person or family may not be for another. It is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate.

O. Content on electronic devices may change. The library reserves the right to add or delete content it provides on these devices.

Understandings:

A. When accessing the Internet through the Hotspot you are accessing the Internet through Sprint's network and not the Library's network. Your use of the Hotspot is subject to Sprint's Acceptable Use Policy, Privacy Policy, and Terms of Use, all of which are available on Sprint's website (currently located at www.sprint.com/legal/agreement.html). Please read these documents before using the Hotspot.

B. The Hotspot remains the Library's property at all times. The Library may request the return of the Hotspot at any time, and the library can deactivate the Hotspot at any time.

C. Technical support for the Hotspot can be reached by calling Sprint Technical Support 800-927-2199 seven days a week (It will prompt you for a phone number but do not enter anything, just wait until the options are listed and select 3 for Sprint Technical Support).

D. The Library is not responsible for any files, data, or personal information accessed/transmitted using the Hotspot, Laptops, Chromebooks, or any other device loaned to the patron.

Fines:

A. Overdue fines for Arduino Kits are $1.00/day, Chromebooks and Hotspots are $10.00/day, and Laptops are $1.00/hour.

B. If an item becomes lost or damaged, the cost to replace or repair the item will be added to the patron's account in addition to any overdue fines that may have accrued.

C. Some individual parts might be replaceable separately for their own value. The costs of those parts are noted in the device package, and if a patron does not return those items, the cost of those items will be added to the patron's account.