

Circulating Electronic Devices

The Wautoma Public Library has electronic devices that can be checked out by patrons.

1. Electronic Devices

a. Eligible borrowers

1. Electronic devices are available for current WPL patrons 8 years or older who have a library card with a verified address for at least 60 days.
2. Current, valid government or college/university photo identification card must also be presented at time of checkout.
3. Patrons ages 8-17 must have a parent/guardian's signature noting permission and acceptance of all liabilities for their child's use of a device.
4. Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow devices until their library account is again in good standing.
5. Patrons observed abusing equipment or repeatedly late in returning materials may be refused service.

b. Borrowing guidelines

1. Devices are available to checkout at the circulation desk.
2. Device checkouts require a library card and ID and must be made to the individual cardholder only.
3. Only one device is loaned per person at one time.
4. The loan period is 14 days.
5. Devices can be placed on hold and renewed.
6. Borrowers are responsible for the devices for the entire loan period.
7. Patrons are not allowed to register, change settings, remove titles, or buy titles on devices.

c. Return Procedures

1. The device must be returned during library hours to staff at the circulation desk.
2. Staff will check the device for damage. If damage has occurred, charges will be assessed accordingly.

d. Fines and Liability

1. The borrower assumes all responsibility for the device, including theft.
2. Patrons are responsible for all costs associated with damage, loss, or theft of the device.
3. The overdue fine for devices is \$1 per day (\$30 maximum).
4. Charges for lost or damaged devices and accessories are listed on the item record in the catalog.

e. Troubleshooting

1. If you experience problems with a device, please return to the library with the device and ask staff at the circulation desk for assistance.

Wautoma Library's Device Loan Agreement

Borrower Information (please print)

Last Name: _____ First: _____ MI: _____
DOB: _____ Library card number: _____
Photo ID: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

By my signature below, I acknowledge that I have read and agree to ALL of the following statements:

- I am at least 8 years old and my WPL account is in good standing.
- I agree to accept full responsibility for the device while it is checked out to me.
- I will not tamper with the device, accessories, or settings.
- I will return the device and all accessories to a library staff member at the circulation desk when it is due.
- I accept full financial liability for the device while it is in my possession.
- I agree to pay all costs associated with overdue, damage, loss, or theft of the device per the Circulating Mobile Devices portion of the Circulation policy.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a device.
- I understand that the device will be inspected before and after I check it out to see if any damage occurs while it is in my possession.

Borrower's Signature: _____ Date: _____
Parent/Guardian Signature: _____ Date: _____
Library Staff Name: _____

Device fines and fees:

Overdue Fine: \$1 per day

iPad Mini: \$300 device, \$19 power cord, \$19 power adapter, \$10 carry case, \$15 protective cover

Roku: \$40 Roku Premiere device, \$100 Roku4 device, \$10 protective case, \$10 remote, \$10 HDMI cable, \$10 power cord, \$10 carry case

Nintendo Switch: \$300 device, \$40 per joy-con controller, \$25 Switch case, \$10 tote, \$30 per grip, \$40 dock, \$30 power cord, \$ 9 each wrist strap, \$4 each gel cover

Kids' Kindle: \$100 device, \$10 protective cover, \$6 power cord, \$20 power adapter, \$10 carry case

Kindle Paperwhite: \$129 device, \$15 protective cover, \$6 power cord, \$20 power adapter, \$10 carry case

Check-In:

Date returned: _____ Everything is returned? yes _____ no _____

Notes and charges for damaged or missing items: _____

Borrower signature **when returning:** _____ Date: _____