

Circulating Electronic Devices

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

Electronic Devices

1. Eligible borrowers
 - a. 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.
 - b. Current, valid government or college/university photo identification card must also be presented at time of checkout.
 - c. 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.
 - d. 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.
 - e. Patrons observed abusing equipment or repeatedly late in returning materials may be refused service.
2. Borrowing guidelines
 - a. Devices are available to checkout at the circulation desk.
 - b. Device checkouts require a library card and ID and must be made to the individual cardholder only.
 - c. Only one device is loaned per person at one time.
 - d. The loan period is 14 days.
 - e. Devices can be placed on hold and renewed.
 - f. Borrowers are responsible for the devices for the entire loan period.
 - g. Patrons are not allowed to register, change settings, remove titles, or buy titles on devices.
3. Return Procedures
 - a. The device must be returned during library hours to staff at the circulation desk.
 - b. Staff will check the device for damage. If damage has occurred, charges will be assessed accordingly.
4. Fines and Liability
 - a. The borrower assumes all responsibility for the device, including theft.
 - b. Patrons are responsible for all costs associated with damage, loss, or theft of the device.
 - c. The overdue fine for devices is \$1 per day (\$30 maximum).
 - d. Charges for lost or damaged devices and accessories are listed on the item record in the catalog.
5. Troubleshooting
 - a. 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 Electronic 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

Mobile Hotspot: \$40 device, \$20 charger, \$10 case

Check-In:

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

Notes and charges for damaged or missing items: _____

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