

## **Brigham City Library tablet loan policy and procedures**

Tablets may only be checked out on an adult card, age 18 and over. The card holder whose name appears on the card, must be present to sign loan policy and present picture ID at check out.

Tablets may only be checked out on cards with good standing with no overdue items, and no current fines. One (1) tablet per card may be checked out at any time.

Borrowers may not attempt to install/delete software, open the case, attempt to repair any tablet, or alter the tablet in any way.

Borrowers must sign the Use & Care agreement, each time, before they will be allowed to take a tablet.

Borrowers must also read this policy and have a permission placed on their account to check out tablets. Permission will remain valid on their account until removed for non-compliance or changes to the policy require the patron to re-read and agree to the new policy.

The checkout period for tablets will be 3 weeks, excluding Sundays and holidays. The same as books and other library materials. Tablets will not be eligible for renewal and must be returned after the 3 week lending period.

Tablets circulate in a carrying case with a cord and charger. Everything must be returned together and in good condition for the tablet to be removed from the account.

Tablets may not be returned in the outside book drop and must be given to the library staff at the circulation desk. A fine of \$1.00 will be assessed if a tablet is returned in the outside drop.

The patron is fully responsible for the safety of the tablet and peripheral equipment and will provide supervision to minor children using the device. Responsibility for damages are to the patron whose account the tablet is checked out on. Cost of damaged or lost equipment will be assessed at a standard cost of replacement or repair.

Late fees on tablets will be \$5.00 per day, with a maximum of \$100. Replacement cost is variable, and can be between \$129 -\$200 if lost or damaged beyond repair. Repair costs are \$80 including cost to mail the tablet back to Playaway.

Patrons with a lost or damaged tablet will be billed by mail, to the address provided the library when applying for their card. Patrons who disregard these notices or who move without notifying the library of a new address, shall be referred to Utah Billing & Recovery Service (UBRS) for collection of the account. By agreeing to this policy, patrons agree to pay for any unreturned, lost or damaged materials checked out on their account and any/all overdue fees. By agreeing to this policy, patrons also agree to pay all court costs and attorney fees associated with the collection of a delinquent account, in addition to any and all of UBRS's collection fees. Accounts are considered to be cleared only after all materials have been returned or paid for and after all outstanding fines have been paid.

Termination of tablet checkout privileges, temporary or permanent, will be at the discretion of the library director.

The library has the right to update and change these procedures at any time without notice. It is the responsibility of the user to read and understand the current version of the policy.

*Approved by the Brigham City Library Board of Trustees – February 18, 2020*