

ITEM NUMBER: 10.12 a-b
CHAPTER 10: Circulation
CODE: Policy

Title: In-House Technology Use Policy and Patron Agreement
Effective Date: 1-1-2011
Authorized By: Library Director
Date of Last Revision: 3-2024

Patron name (please print): _____

Marathon County Public Library In-House Technology Use Policy and Patron Agreement

The Marathon County Public Library (MCPL) makes laptop computers available for use inside any MCPL location. Tablet devices and handheld scanners are available at the Wausau Headquarters.

- Patrons must have a valid MCPL (or V-CAT) library card in good standing (see Policy 10.10 a-c for definition of good standing) to check out a laptop, tablet, or handheld scanner.
- Patrons must be at least 18 years old to check out a device. Exceptions to this may be made at the discretion of library staff.
- Patrons must present their library card AND leave their current government-issued ID (drivers license, state ID, passport, etc.) each time they check out a device. The ID will be returned to the patron when the device and accompanying equipment (ex: charging cable) is returned.
- Before checking out a device for the first time, patrons must sign a copy of the MCPL In-House Technology Use Policy and Patron Agreement, which will be kept on file.
- The loan period for a laptop, tablet, or handheld scanner is two hours. Renewals may be granted by library staff, but are subject to device availability and patron demand. Library devices must be returned to the desk where they were checked out at the time the device is due, and at least 15 minutes prior to the library closing.
- MCPL in-house use only devices may not be removed from the library building. Patrons must keep devices and accompanying equipment with them at all times.
- If patrons do not return the device on time, patrons will be charged a fine of \$10.00 for every hour or portion of an hour after the time the device was due.

- Failure to return the device and accompanying equipment in good condition will result in the patron being charged for the full replacement cost, and a report of the theft may be made to the appropriate law enforcement agency. If the device is returned damaged, the patron will be held responsible for all repair and replacement costs.
- Any files saved to the device will be automatically erased upon the device's return. Data must be saved to a removable storage device (ex: USB). The library accepts no responsibility for lost or stolen files.
- Patrons are responsible for deleting any personal information from the device before returning.
- While using any library device, patrons should not:
 - Use personal charging cords, cables, or power adapters with the device.
 - Take the device into a public restroom. For safekeeping, patrons may leave the device with a staff person at any desk for a brief time.
 - Download, purchase, uninstall, delete, or move any files, software, or applications on library devices. If the library's content is disturbed by a patron, the charge to the patron will be a minimum of \$25.00 as determined by library staff.
 - Factory reset or restore the library devices.
 - Change the security settings. If the library's registration on any device is disturbed by a patron, the charge to the patron will be a minimum of \$25.00 as determined by library staff.

By signing this document, I verify that I have read and understand the In-House Technology Use Policy and Patron Agreement. _____ (initials)

By signing this document, I understand that the Library wireless connections are not secure, and I will take appropriate caution with personal information while using a library device. _____ (initials)

By signing this document, I acknowledge that I am financially responsible for the device and its accessories and acknowledge that I will be held criminally responsible for theft if the device is not returned. _____ (initials)

Name (please print): _____

Library Card Number: _____

Signature: _____