

Dover Public Library  
Technology Borrowing Policies

*By checking out one of our Technology Devices, patrons agree to the following Policies. A copy of these policies must be offered to the patron at time of check out.*

1. Patron must produce their Adult Library Card or valid photo ID to check out technology devices/
2. Patron takes full financial responsibility for the devices and accessories at the time of checkout. Replacement costs are as follows:
  - a. Vivitar Camera: \$50, 16G Memory Card: \$10, Charger: \$5, Guide: \$5
    - i. Total: \$60 (Charger & Guide included with a new camera)
  - b. Nook Color: \$50, Case: \$10, Charger: \$20, Screen Protector: \$10
    - i. Total: \$90
  - c. Kindle Fire HD: \$50, Case: \$10, Charger: \$20, Screen Protector: \$10, Bag: \$15
    - i. Total: \$105
  - d. Chromebook: \$180, Sleeve: \$15, Charger: \$15, Wireless Mouse: \$10
    - i. Total: \$205 (Charger included in new Chromebook)
3. The loan period for Technology is 4 weeks with 2 renewals possible.
  - a. If a device has a hold, it will not renew.
  - b. If the device is not returned, patron will be charged for the full replacement costs plus up to \$60 in overdue fines.
4. Patrons may check out one of each device.
5. Late fees for all devices are \$5 per day
6. Technology devices must be returned directly to a library staff person. It may not be placed in a Book Drop.
  - a. *Minimum* fine for putting a device in a Book Drop is \$20
7. A staff member must demonstrate the device is charged and in working order at the time of checkout.
8. When device is returned, staff will ensure that all pieces are included and return the device to the Technology Department to be cleaned before it is checked out again.
9. Patrons are asked to charge the device before returning it to the Library.

## Device-Specific Policies

### Vivitar Cameras

1. Remove all photos and videos from the memory card before returning
  - a. If you need help doing this, please see the Tech staff for assistance.
  - b. Cards will be erased after each check-in.
2. Patrons may reset the date and time on the camera as needed
3. The Library is not responsible for errors in video or photo files that make them unreadable
  - a. Ensure the date and time are set correctly to help avoid this issue

### eReaders

1. Patrons must not tamper with the device's registration.
  - a. Patrons may not register a credit card or register the device with their personal Barnes and Noble/Amazon accounts
  - b. Patrons should not register email or social media accounts on the devices.
    - i. Patrons can access these via the web browsers instead of the apps.
2. Patrons may use the OverDrive Media Console App to check out books from the Ohio eBook Project.
  - a. It is highly recommended that patrons sign out of the Ohio eBook Project and remove their library books before returning the device.
3. Patrons are *not* permitted to download books or apps from Amazon or Barnes and Noble. Please see a library staff member to suggest an item.

### Chromebooks

1. Patrons may log in with their Google Accounts on Library Chromebooks
  - a. Please be sure to remove your account from the device before returning
2. Remove any downloads and personal information before returning the device
3. Chromebooks will be reset after each check out