

# Crook County Library

## Technology Kit Loan Policy

---

*Last revised by Library Board of Trustees March 25, 2022*

### Eligibility

When checking out a technology kit (either laptop/hotspot; tablet/hotspot; single hotspot), borrowers aged 18 and older must have an unrestricted Crook County Library account (i.e. with fines under \$10.01)

Borrowers 17 and under may check out loanable technology only if a parent or legal guardian is present to co-sign Borrowing Agreement. The parent or guardian must be listed as such on the minor patron's account.

Technology Kits may not be checked out to Deschutes Public Library or Jefferson County Library District patrons.

The original Technology Kit Borrowing Agreement will stay on file at the library for the duration of the checkout period; a copy of the agreement will be given to the borrower at checkout.

### Terms of Use

- Technology Kits may be checked out for 3 weeks, with no renewals.
- Crook County Library card holders may place holds on Technology Kits using the online catalog.
- Borrowers are responsible for paying replacement costs if any portion of the kit is lost or damaged during the checkout period. Costs are outlined in Technology Kit Borrowing Agreement.
- Technology Kits must be returned to Crook County Library in person. They may NOT be placed in a drop box or returned to another library.
- Borrowers understand that laptops and tablets are set up with security software that can actively monitor location and apply safe search filters to Internet use. If evidence exists of a borrower attempting to circumvent, hack, or otherwise subvert the security software, that patron will be barred from checking out Technology Kits in the future.
  - Hotspots come with a “do not tamper” sticker; borrowers may not remove the back cover to access battery, SIM card, etc.
- Once a Technology Kit moves to Billed Not Paid status (5 overdue notices sent; 6 weeks past initial due date) the kit's devices will be deactivated (laptop/tablet deactivated; hotspot phone line canceled)
- Crook County Library will not accept a replacement in lieu of money if any part of the kit is lost or damaged by the borrower.