



BENBROOK LIBRARY DISTRICT
TECHNOLOGICAL DEVICES & SPECIAL COLLECTIONS POLICY
Approved June 20, 2022

Section 1. Objectives

The purpose of Benbrook Library District's (BLD's) Technological Devices & Special Collections Policy is to specify the terms and conditions of borrowing items from the library's circulating special collections (hereafter referred to as "items"): technological devices, which include Wi-Fi hotspots, 2-in-1 laptop computers, Chromebook/Wi-Fi hotspot combos, Roku Streaming Sticks, and the Library of Things, which includes take-home kits that facilitate learning and recreational activities.

Section 2. Requirements for Use of Special Collections Items

- Borrower must be eighteen (18) years of age or older.
- Borrower must present a current and valid resident or non-resident BLD library card in good standing.

Section 3. Borrower Responsibilities

- The Borrower is financially responsible for loss, theft, or damage to the items.
- The Borrower is responsible for returning the items and accessories in the same order and condition as received. This includes NOT changing settings or otherwise altering the items. If an item is lost, stolen, or damaged while on loan, the Borrower is responsible for reimbursing the BLD for repair or replacement costs, as determined by Library staff.
- The Borrower is responsible for keeping the items secure at all times during the loan period.
- The Borrower is responsible for immediately informing a library staff member of any problems with the items.
- The Borrower is responsible for adhering to the library's Internet Use Policy, Wireless Network Terms of Use, and this special collections policy. All policies may be found on the library's website:
<http://www.benbrooklibrary.org>

Section 4. Procedures for Borrowing Special Collections Items

- Approach the service desk with a valid BLD library card.
- Items and their accessories are available for use on a first-come, first-served basis.
- Items circulate for a period of three weeks. No renewals are permitted.
- A maximum of one of each technological device type named in this policy may be checked out by the Borrower at any given time, with the exception of Wi-Fi hotspots and Chromebook/Wi-Fi hotspot combos; the Borrower may have one of, but not both, of those devices checked out at any given time.
- A maximum of one kit from the Library of Things may be checked out by the Borrower at any given time.
- The Borrower may not place a hold on a device of the same type while having that device currently checked out. Holds on Wi-Fi hotspots while having a Chromebook/Wi-Fi hotspot combo checked out, and vice versa, are not permitted.



Section 5. Procedures for Returning Borrowed Special Collections Items

- Items must not be left unattended at the service desk; they must be handed directly to a staff member.
- Items are considered lost if not returned within 72 hours of their due date; the Borrower will be billed for the repair or replacement if an item is returned damaged or with missing parts.
- If an item is kept past its due date, checking out another item of any kind is not permitted until the overdue or lost item is returned.
- Items will be inspected after checked in and removed from the Borrower's account. The Borrower understands charges for lost or damaged items will not be applied until after the returned item is inspected by library staff, which may happen several days after return of the item to the library.
- The Borrower agrees to pay the BLD upon demand for the costs to repair or replace items or their accessories. Substitutions are not authorized as a replacement for lost or damaged items.
- For technological devices, once returned, the Borrower may not check out the same device type again until 72 hours after the return date unless a device is currently available.

Section 6. Conditions of Use

If borrowing a Wi-Fi hotspot, I agree to comply with the following conditions:

I will comply with all state and federal laws and the Benbrook Library District Internet Acceptable Use Policy (available on request). I understand that open, unsecured wireless network "hotspots" are freely and easily accessible with little regard to who is using the network at any time. Due to this inherent insecurity, I will not hold the BLD responsible for data loss, breach of confidential information, or interception of any confidential information that may be the result of malicious activity by another wireless user, website, or software on any given wireless user's PC. Wireless hotspot users are cautioned against using online banking, auctions, email and any other type of internet-based activity that exposes clear text user names and passwords.

For all technological devices, I agree to comply with the following conditions:

I release the BLD from all liabilities associated with the viewing of, use of or exposure to any information, picture, graphical representation or illustration I may encounter while using this wireless connection, regardless of whether the information appears on or is delivered through the station I operate or any other wireless user operates.

I will not violate any state or federal statute including those regarding obscenity, pornography and the delivery of any such material to minors.

I understand that I create, store and use the personal data (including all files, folders and media) on my PC or other internet enabled device at my own risk and that the BLD is not responsible for the loss of any personal data (including all files, folders and media).

I understand and accept that my failure to comply with this policy may result in suspension of my internet privileges at Benbrook Public Library as well as all partner libraries or other appropriate legal action.



Section 7. Replacement Costs

I understand that if I lose or damage the item, the replacement cost will be as follows and can be updated due to market price changes:

Technological Devices

Wi-Fi Hotspot		2-in-1 Laptop Computer		Roku Streaming Stick		Chromebook/Hotspot Combo	
Item Description:	Cost:	Item Description:	Cost:	Item Description:	Cost:	Item Description:	Cost:
Hotspot	\$96*	Laptop & charging	\$175	Streaming Stick	\$50	Chromebook	\$200
Charger	\$10	Mouse	\$15	Remote control	\$20	Hotspot & accessories	\$35
Case	\$5	Carry case	\$15	USB cable/adaptor	\$10	Laptop charger	\$25
		8 GB USB stick	\$4	Carry case	\$10	Mouse	\$15
				HDMI extender	\$5	Carry case	\$15
Total	\$99	Total	\$209	Total	\$95	Total	\$290

Library of Things Kits

The replacement cost of Library of Things kits varies by kit and is indicated on the physical item. The Borrower may be charged the replacement cost of individual components in Library of Things kits should those components be returned damaged or missing.

Replacement costs will apply 72 hours after the due date for overdue items, and until the time of staff inspection for returned items. I understand that in the case of Wi-Fi hotspots, whether checked out as a standalone device or as part of a combo, service to the device will be discontinued should the item become overdue.

Section 8. Agreement & Signature

By signing below, I acknowledge that I have read and agree to the rules and conditions outlined in this policy.

Printed Name

Date

Signature