



Audio/Visual Equipment Loans

Electronic Device Circulation

Only library patrons, 16 or older, of the East Morgan County Library District possessing a valid library card in good standing may check out electronic devices. Patrons must have provided address verification and be off of new patron status before they can check out an electronic device.

Patrons will sign a loan agreement form prior to checkout, which will be kept on file at the East Morgan County Library. Only one (1) device per account at a time. Devices may be checked out for 3 weeks and can be renewed twice. Late fees accumulate at the rate of \$2.00 per day with no grace period.

Patrons are not permitted to download items or to change the Electronic Device's operating system. The electronic devices will be locked down so patrons cannot add or change the content on the device. Should a patron succeed in overriding the restrictions placed by the District to make purchases or change settings, they will be responsible for paying the full amount of the purchase before their library privileges will be reinstated. Repeat violations may result in a temporary loss of library privileges.

All electronic devices must be returned to the library circulation desk during business hours. A fee of \$10.00 will be assessed for any device returned in the book drop. Should a device be damaged by being returned in the book drop, patron will be responsible for the full replacement cost.

Once an Electronic Device is checked out, it becomes the responsibility of the patron. Patron is responsible for the full replacement cost of the item if any parts are lost, stolen, damaged or not returned.

Library staff will verify that the Electronic Device is in working order, that all pieces are accounted for at the time of checkout and upon return and that all content is correct and nothing has been added or deleted.

The following are considered unacceptable use of the device and violations will result in losing the right to borrow electronic devices from the East Morgan County Library. Repeat offenses may result in loss of library privileges.

- Violating any federal, state or local law or regulation.
- Abuse of equipment.
- Attempting to violate system security or overriding filter.
- Copyright infringement.
- Transmitting e-mail of a threatening/violent nature.
- Activities that infiltrate the library's computers and/or damage or alter the software components of the local or remote computer system.
- Seeking unauthorized access to computers or computing systems.
- Transmitting or gaining access to inappropriate material via Internet, electronic mail or other forms of direct electronic communications.

Projector Circulation

The East Morgan County Library has a multimedia projector available for loan with a \$200.00 deposit. This deposit is refundable upon return of all pieces in working order. Charges for missing or broken parts or late return must be paid before the deposit is refunded. These charges will be made at the discretion of the staff to cover the cost of replacement (including shipping and handling). If damage is in excess of deposit, a new projector may need to be purchased.



The projector may be borrowed for a maximum of three (3) days with the possibility of renewal for an additional three (3) days if no one is waiting. Renewals must be made before the item is considered overdue.

- Borrower must be an adult patron in good standing.
- Reservations for the projector will be handled in the order in which they are received. 24 hour notice is preferred. Reservations cannot be made on the projector more than three (3) months in advance.
- Late fees accumulate at the rate of \$20.00 per day with no grace period.
- If the projector is not returned or renewed, it will be considered lost and the borrower will be charged for a replacement.
- Regular inspections will be executed by the staff upon return of the projector to document that all the equipment has been returned in working order. Refunds of deposit will only be made after this routine check has been completed.

Approved: August 2014

Revised(Combined Audio/Visual Equipment Loans and Device Loan Policy): October 2016



Last Name

First Name

EMCL Device Loan Agreement

I, _____ (print full name), agree that by checking out an electronic device from the East Morgan County Library District that I am responsible for the replacement cost of the device and/ or it's accessories if lost, stolen, or damaged.

Overdue charges are \$2.00 per day.

I acknowledge that electronic devices are NOT to be returned in the outside book drop and must be returned to East Morgan County Library during business hours.

Downloading additional content or deleting content is not allowed.

I understand that it is my responsibility to log out of any accounts I may access on this device and it is a device used by the public and the library cannot guarantee the privacy of any information on it.

By signing below, I indicate that I have read EMCL's Device Loan Policy and agree to accept responsibility of checking out an electronic device from the East Morgan County Library. The replacement costs are listed below and by signing I agree to pay the fees associated with any device I have checked out should it become lost, stolen or damaged while in my possession.

iPad Mini:\$239.99
Case:\$50.00
Cord:\$10.00

Kindle Fire:\$199.00
Case:\$20.00
Cord: \$10.00

Google Nexus7: \$215.00
Case: \$26.00
Cord: \$10.00

Playaway LaunchPad
\$100 - \$150 depending on the model
Cord: \$10.00

Signature: _____ Date: _____

Library Barcode: _____ Staff Initial: _____



Last Name

First Name

EMCL Projector Loan Agreement

I, _____ (print full name), agree that by checking out a projector from the East Morgan County Library District that I am responsible for the replacement cost of the device and/ or it's accessories if lost, stolen, or damaged, which may include costs above the original \$200.00 deposit.

Overdue charges are \$20.00 per day.

If the projector is not returned or renewed, it will be considered lost and the full replacement cost will be charged.

I acknowledge that the projector CANNOT to be returned in the outside book drop and must be returned to East Morgan County Library during business hours.

By signing below, I indicate that I have read EMCL's Device Loan Policy and agree to accept responsibility of checking out a projector from the East Morgan County Library. The replacement costs are listed below and by signing I agree to pay the fees associated with the projector, should it become lost, stolen or damaged while in my possession.

Epson Projector:\$500.00

Signature: _____ Date: _____

Library Barcode: _____ Staff Initial: _____