

# **Wanaque Public Library Technology Lending Policy**

*Adopted by Wanaque Public Library Board of Trustees 4/26/2022*

## **What can I borrow?**

Wanaque Public Library has a variety of technology available for residents to borrow. Ask the library staff for a complete list!

## **How can I borrow technology?**

Technology items can be loaned to Wanaque Borough library cardholders aged 18 or older, whose library cards are in good standing. Lendable technology devices are available on a first come, first served basis, and cannot be reserved in advance.

## **How much does it cost to borrow a device?**

There is no charge to check out a piece of technology. However, if it is returned later than the due date, you will be charged an overdue fee of \$5.00 per day per item.

## **How long can I keep it?**

Technology devices may be borrowed for two weeks (14 days). If no one is waiting for the devices, they can be renewed one time, for another 14 days.

## **How can I return the device?**

Because of their fragile nature, technology devices can't be returned in the book drop. They must be returned to the Wanaque Public Library in person during hours that the library is open.

## **What happens if I lose or damage a device I borrowed?**

You will be responsible for the cost of replacing it.

## **Your privacy**

No information about your usage of these technology devices is tracked by the library or by the wireless network provider.

## **Your responsibility**

Parents and guardians are responsible for monitoring their children's use of borrowed technology. The library is not responsible for information accessed through any borrowed device, or for personal information that the user shares over the Internet. All users are encouraged to follow safe Internet practices.

## **Who can I talk to if I have questions or a problem?**

Contact us at [wanaquelibrary@gmail.com](mailto:wanaquelibrary@gmail.com) or 973-839-4434 if you have questions.

# **Appendix C: Technology Lending Agreement**

## **FOR STAFF USE**

Device being borrowed: \_\_\_\_\_ Last 4 digits of its barcode: \_\_\_\_\_

Patron name \_\_\_\_\_ Patron barcode: \_\_\_\_\_

Date of checkout: \_\_\_\_\_ Date of 1st renewal (if applicable): \_\_\_\_\_

## **FOR BORROWER: PLEASE READ AND SIGN BELOW**

1. I understand that the hotspot can be checked out for a period of two weeks (14 days).  
I can ask to renew the hotspot for one additional period of 14 days. Staff may renew the hotspot for me if there is at least one other hotspot available for checkout. Hotspots may not be renewed more than one time.
2. I understand that if I am late in returning the hotspot, I will be charged an overdue fine of \$5.00 per day. I also understand that if I have borrowed a hotspot and it is more than 3 days late, its network connection will be terminated, rendering it unusable until its return.
3. I agree that if I don't return the hotspot, I will pay its replacement fee of \$100.00. If parts are missing or damaged (such as the case, the charging cord or the device itself), I agree to pay for their replacement.
4. I understand that it is my personal responsibility, not the library's responsibility, to follow safe Internet practices when using technology borrowed from the library. My responsibility includes:
  - Monitoring the information my children access online
  - Protecting my personal information and online privacy
  - Refraining from accessing content that could be determined illegal or obscene.
5. I understand that the Library or Service Provider is not responsible for any files, data, or personal information that is accessed, transmitted, lost or damaged while accessing the Internet using borrowed technology.

Borrower's name (printed) \_\_\_\_\_

Borrower's name (signed) \_\_\_\_\_

Borrower's cell phone and/or or email address (print please) \_\_\_\_\_

\_\_\_\_\_

Borrower's current address: \_\_\_\_\_

*NOTE: This lending agreement form may be modified as needed by library staff to accommodate any necessary procedural changes. Any changes to the Wanaque Public Library Technology Lending **Policy**, however, must be approved by the Board.*