

Kennebunk Free Library
TECHNOLOGY LENDING POLICY

Borrowing

KFL patrons and visitors (14 yrs. old minimum), may borrow one of KFL's devices at the Library's Adult Circulation Desk. KFL patrons must check out the devices using their card while visitors must present a valid form of ID, such as driver's license, credit card, passport, or state ID, which will be held at the circulation desk until the device is returned. Use of KFL's loanable devices indicates agreement to the terms of KFL's Acceptable Use Policy for Internet and Computer Use.

Borrowers will be asked at check out to examine the device to be certain that all parts are operational. Borrowers are responsible for loss, damage, and theft of the piece of technology while in their possession. Borrowers are responsible for the full amount of repair and replacement charges. A copy of the borrowing agreement, device specifications, and fees will be provided to the patron before checkout. Checking out a device constitutes agreement with the terms and conditions listed in the borrowing agreement.

Devices are available on a first-come, first-served basis when available. Holds may be placed by KFL patrons through the Minerva system, for when the devices next become available. These requests may only be made by KFL patrons with an active KFL card. The Library cannot guarantee device availability.

Devices may be borrowed for up to three (3) days at a time. At the end of the loan period, the borrower must bring the device back to the Adult Circulation Desk in person. Borrowers will be permitted to re-borrow the same device (a maximum of one time) if there are no other people on hold for the device.

Usage

Not returning a device may be considered theft and prosecuted. All applicable laws will apply. The devices may not be used to engage in illegal activities or to disturb other patrons.

Borrowing permissions do not allow for the duplication, addition or deletion of software on devices. If a patron requires specific software, they must notify the Technology Educator of their request. If the software complies with the Library's Acceptable Use Policy for Internet and Computer Use, the Technology Educator can add programs remotely via the Library's Admin portal per request.

Any file(s) copied or downloaded will be automatically removed and cannot be recovered after the device has been returned to the library. Transfer all documents you wish to keep before returning the device to the library. Library staff may not be available to provide technical support. Borrowers are expected to be self-directed in the use of the devices. Users should be familiar with the Chromebook OS, word processors, and web browsers. For assistance with these products, please schedule an appointment with the Technology Educator.

Returning

Technology must be returned in person to the Adult Circulation staff. Do not drop the devices into the returns bin or leave them unattended on the circulation desk. Upon return, staff will sanitize the device, and verify that all items have been returned in good condition. Borrowers should report any device malfunctions or problems immediately. If there is a problem with returned technology that was not indicated by the patron prior to its return, the patron will be notified.

Liability

The Library will not assume responsibility for lost files due to viruses, hardware failure, or network interruptions. Any file(s) copied or downloaded will be automatically removed and cannot be recovered after the technology is returned to the library.

The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.