

# Equipment Policy

The purpose of the Equipment Policy is to help assure that audiovisual and computing equipment is available for patron and staff use. The library collection includes many different media formats and the library seeks to provide equipment to utilize them. To maintain access for the library, designated library media and computing equipment may not be used outside of the library except for library programs. Chromebooks, wireless hotspots, and other equipment specifically added to the circulating collection may be checked out and used outside the library as indicated. Patrons must be 14 years old and have a verified library card in order to check out equipment that leaves the library.

The library equipment is provided for, but not restricted to, the use of library materials. The library is not responsible for damage to personal items or equipment used in conjunction with library equipment. Any data saved on a library device may be erased when the session or time of use has ended. The library is not responsible for any information left on a library device. The library holds no responsibility for the privacy of data entered or saved onto devices, or transmitted over the internet. The library's wireless network is an open network.

The library works to keep equipment in good working order, but is not responsible for the loss of data due to equipment malfunction.

Users are responsible for any damage caused to the library equipment and may be billed for repair or replacement.

Time and use restrictions may be placed to assure that other patrons have access to the media and computing equipment.

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