

Kennebunk Free Library Technology Lending Policy

Borrowing

KFL patrons and visitors (10 yrs. old minimum, users 13 yrs. old and younger must have a guardian sign the borrowing agreement) 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.

Borrowers will be asked to check out to examine the device with an Adult Circulation staff member and be provided with a checklist to be certain that all parts are operational. Users will sign a Technology Borrowing agreement acknowledging replacement costs and restrictions, and acceptance of the Acceptable Use Policy.

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. The devices may only be requested through Minerva by KFL patrons with current KFL cards.

Devices may be borrowed for up to three (3) days at a time, but must be returned a 1/2 hour before the Library closes. 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.

COVID-19 Procedure: Technology may be checked out only by KFL patrons with an account in good standing. Staff will verify patron's card number upon checkout. To minimize contact, the signature requirement will be waived. A copy of the borrowing agreement will be provided to the patron before check out. Checking out a device constitutes agreement with the terms and conditions listed in the borrowing agreement.

Usage

Not returning a device will 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.

Do not duplicate or remove, any software from the devices. You may install software you provide on the device but it will be removed once it is returned.

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, Microsoft Office

products, and web browsers. For assistance with these products, please schedule a Tech Time appointment with a librarian.

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. Borrowers should be prepared to wait a few minutes while the staff verifies that all items have been returned in good condition. Borrowers should report any device malfunctions or problems immediately.

COVID-19 Procedure: Technology must be returned to the Adult Circulation Desk on in-person lending days or to the curbside desk after notifying staff on duty. Staff may need to sanitize the returned device before verifying condition. If there is a problem with returned technology, the patron will be notified within one day. If the library building is closed to the public, please call or email the library to discuss and extended borrowing period or options for returns.

Laptop Specification

Hardware

- HP Chromebook 14-DB0023DX
- AMD A4 1.6 Gigahertz A4-9120C
- Integrated WebCam and microphone
- Two USB 2.0 ports Type A
- Two USB 3.1 ports Type C
- Chromebook Display 14 in
- Bluetooth capable
- USB Type C power input
- No mouse is provided. Each laptop has a touchpad by the keyboard.

Software

- Chrome OS
- Google Docs
- Google Sheets
- Google Slides
- Google Duo
- Adobe Acrobat Reader
- No filtering (blocking software)

Hotspot Specification

- One USB Micro type B
- 2150 mAh battery
- One wall charger
- One USB Micro type B charging cable
- One SIM card

PATRON RESPONSIBILITIES & FEES

Borrowers are responsible for loss, damage, and theft of the piece of technology while in their possession. Borrowers should verify the condition of the device at

the time of check-out and upon check-in. Borrowers are responsible for the full amount of repair and replacement charges. Upon return, devices are checked to ensure all equipment is returned and intact.

The borrower is financially liable for a lost, stolen, or damaged technology. Fines and fees for technology will be processed the same as fines or fees for other library materials. For 2020, replacement / damage charges are:

For each day or fraction thereof that the device is overdue. No grace period. No maximum fine.	\$5
Printing fees if printed using library printer, payable at the Adult Circulation Desk.	\$.25 per page, mistakes count NA is using personal printer
Lost or damaged AC adapter / power cord.	\$50
Lost or stolen Chromebook. (If stolen, the borrower is responsible for submitting a police report to the Library Director.)	Replacement cost \$250

For each day or fraction thereof that the Hotspot is overdue. No grace period. No maximum fine.	\$5
Lost or damaged charging cable	\$6
Lost or damaged SIM Card	\$25
Lost or damaged hotspot	\$72

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.