

River Falls Public Library Technology Equipment Policy

Approved: 3/7/2016. Updated: 10/7/2019, 10/17/2022, 02/05/2024

The library has various equipment and devices to check out of the library and to use in the library.

Patrons must present a valid library card in order to checkout equipment. Any patrons under the age of 18 will need signed permission from a parent or guardian in order to use equipment.

Library staff will check to see that all equipment is functioning properly and that all parts are included upon return. Borrowers agree to abide by the library policy and procedures for use of library equipment; failure to follow policies and procedures may result in forfeiting future borrowing privileges.

The River Falls Public Library is not responsible for patron's edited or altered software or audiovisual materials or damage to personal computers or audiovisual equipment due to their use of library materials or equipment.

Equipment Checkout from the Library

A deposit (cash or check only) is required for all equipment that checks out of the library. The deposit will be returned when the equipment is returned in proper working order and with all parts. Patrons may leave their deposit on file; checks must be reissued each year. Patrons agree to cover the cost of damage and/or cost of replacement of any or all parts due to loss.

Equipment list	Deposit	Loan Period
Sewing Machine Kit	\$100	14 days
Portable DVD player	\$50	14 days
Digital film slider	\$50	14 days
Digital record player	\$50	14 days
AV to digital converter	\$50	14 days
RCA to HDMI converter	\$20	14 days
Digital cassette player	\$50	14 days
Portable DVD drive	\$20	14 days
Stereo 10 Disc CD Player	\$20	14 days
Boom box with CD/cassette player and radio	\$20	14 days
Portable CD player	\$20	14 days
Overhead Projector	\$10	2 days
Blood Pressure Kit	\$0	2 weeks
Draft Check Sensor	\$0	2 weeks
Screen	\$10	2 days
Slide Projector	\$10	2 days
VCR Player	\$20	14 days

DVD Player	\$20	14 days
Opaque projector	\$20	2 days
Speaker system	\$20	2 days
Wi-Fi hotspot (see Wi-Fi hotspot policy)	\$0	14 days
Kindle reader (see Kindle policy)	\$50	14 days
Chromebook (see Chromebook policy)	\$50	14 days
Outdoor screen	\$50	2 days
LCD (Computer) Display Projector	\$100	2 days
Epson MovieMate Projector	\$100	2 days

Equipment cannot be renewed. However, two-day equipment and devices may be kept longer by making special arrangements at time of checkout.

Equipment to be used in the Library

There is no deposit required to use equipment in the library.

Items may be used for a maximum of 4 hours. If there is high demand for an item, you may be asked to return it after 1 hour.

Patrons may not download any apps or software or make any changes to the devices while using them. All devices are connected to a library account and that account may only be accessed by library staff. Therefore, patrons will not be able to purchase books, movies, in-app upgrades or subscriptions, or any other additions to the device. The library is not responsible for any loss or misuse suffered by patrons who use personal information on any library devices.

Do not leave devices unattended. Patrons are responsible for any damage that occurs while using the device including the full replacement price of the device. Please ensure that items are returned in the condition that you initially get them.

Meeting Room Use of Equipment

There is a Windows computer, DVD/VCR player, television, and LCD projector that can be scheduled for in-library use in the library meeting rooms. Equipment must be reserved for use in the library at the Reference Desk. Groups and individuals do not need to checkout equipment that is used in meeting rooms.