

# River Falls Public Library Technology Equipment Policy

Approved: 3/7/2016. Updated: 10/7/2019, 10/17/2022, 02/05/2024, 08/05/2024

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## Overview:

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

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.

Patrons who wish to checkout equipment must:

- Present a valid library card
- Have a permanent residence
- Must complete a technology equipment agreement or have one on file.
- Be at least 18 years of age or have a signed permission form from a parent or guardian.
- Limit the number of equipment items checked out on any given time to three.

## Equipment Checkout from the Library

Patrons agree to cover the cost of damage and/or cost of replacement of any or all parts due to loss.

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

Slide Projector	14 days
VCR Player	14 days
DVD Player	14 days
Opaque projector	14 days
Speaker system	2 days
Wi-Fi hotspot (see Wi-Fi hotspot policy)	14 days
Kindle reader (see Kindle policy)	14 days
Chromebook (see Chromebook policy)	14 days
Outdoor screen	2 days
LCD (Computer) Display Projector	2 days
Epson MovieMate Projector	2 days

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

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.

Logout of all personal accounts and/or apps on borrowed equipment before returning it. The library is not responsible for compromised accounts and/or apps.

Please return equipment to a service desk. Do not return equipment through the interior or exterior book drop.