

# EQUIPMENT POLICY

The Charles City Public Library, at its discretion, lends equipment to patrons as a public service. Intended usage, specific restrictions, and conditions for the various types of equipment are outlined below.

- Borrowers with a library card in good standing may check out equipment.
- The equipment CANNOT be returned in the book drop. Until the equipment is placed in the hands of a library staff member and is checked in, it is the borrower's responsibility.
- Equipment labeled as "in house use only" may be used in the main part of the library, gallery, and children's room. In house devices may not be taken into the lobby, restrooms, or outside the building.
- Some equipment available requires a \$10 per day fee and/or a \$50 damage deposit for use. Damage deposit will be returned by mail if equipment is returned undamaged.
- Borrowers agree to pay all costs associated with damage to equipment brought about by misuse or loss of the equipment and its component parts. After 30 days, the unpaid balance of any equipment repairs, or replacement may be referred to the City Attorney. §714.5 of the Code of Iowa states that failure to return library materials or equipment is evidence of attempted theft.
- Borrowers will report any problems with the equipment immediately.
- A person who has booked the Zastrow River Room may check out equipment for use in the room without a library card. However, the user is responsible for giving the library adequate notice so that the equipment is available when needed.
- The City of Charles City and the Charles City Public Library are not responsible for any damage, injury, or loss obtained by borrower during equipment usage.
- When the loan period has elapsed, the borrower must return the equipment to the library. If the equipment is not returned on time, a late fee will be assessed up to the replacement cost of the device.

***Reviewed, revised, and approved 6-12-2014, 5-9-2019, 10/8/2020, 9/9/2021***

Equipment	In house use only	Card required ?	Off-site use allowed	Usage fee	Damage deposit	Late fee	Check-out time
Laptop, Chromebook	Y	Y	N	N	N	N	4 hrs
Zastrow Laptop, HP	Y	N	N	N	N	N	4 hrs
Mooney iPad	Y	N	N	N	N	N	4 hrs
Projector, Projector/Laptop Combo	N	Y	Y	\$10/day	N	\$1/day	1 day
Portable DVD Player	N	Y	Y	N	N	\$1/day	2 wks
Vinyl Converter	Y	Y	N	N	N	N	4 hrs
Projector 2020	N	Y	Y	\$10/day	\$50 refundable	\$1/day	1 day
Sound System	N	Y	Y	\$10/day	N	\$5/day	1 day
Children's Launchpads	N	Y	Y	N	N	\$1/day	2 wks
Hotspots	N	Y	Y	N	N	\$5/day	2 wks
Children's Kindle	Y	N	N	N	N	N	4 hrs
USB SD Card Reader	Y	N	N	N	N	N	4 hrs
CD/DVD Reader/Writer	Y	N	N	N	N	N	4 hrs
DVD Writer, LG	Y	N	N	N	N	N	4 hrs
Book Player, IA Library for the Blind	Y	N	N	N	N	N	4 hrs