

<b><u>Policy</u></b> Circulating Technology	<b><u>Date Approved by WGRLS Board</u></b> November 12, 2024
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## Purpose:

This policy clarifies the stipulations under which patrons of the West Georgia Regional Library System (WGRLS) may check out circulating technology and the expectations WGRLS has regarding patron responsibilities for the items. WGRLS provides various technology to ensure patrons have access to devices for educational, informational, and recreational purposes

## Policy:

The user must have a library card in good standing. WGRLS assumes no liability for unenrolled users. Patrons must check out an item and sign a [liability waiver](#) prior to the checkout of items. The patron to whom the technology is checked out is responsible for any loss or damage that occurs before it is returned to library staff. The price guide at <http://www.wgrls.org/technology-pricelist/> can be used for approximate costs of items, but the patron will be responsible for the amount the item costs when it is added to the collection, as reflected in, and cataloged in, WGRLS' catalog.

## User Guidelines

- Loan periods and checkout limits apply to circulating technology.
- Circulating technology may not be used for illegal activities or to access inappropriate content.
- Circulating technology should be kept away from small children and pets.
- Circulating technology must be returned to the circulation desk and not placed in book drops.

All aspects of the West Georgia Regional Library System's [Computer & Internet Acceptable Use Policy](#) also apply to any technology checked out for home use.

The technology will be available on a first-come, first-served basis, and cannot be reserved.

Library staff may suspend or terminate technology and/or borrowing privileges if the borrower violates Library rules or policies or if the borrower fails to use the technology in a responsible manner.

## Responsibilities of Borrowers

Borrowers must read and understand the Circulating Technology Policy and the Computer & Internet Acceptable Use Policy before borrowing a device.

Borrowers must sign the Technology Lending Agreement, agreeing to release and hold harmless WGRLS from any liability arising from the use of the device.

Borrowers must ensure the circulating technology is returned on time and in good condition.

### Indemnification and Liability

By borrowing circulating technology, the borrower agrees to release and hold harmless WGRLS, its officers, employees, volunteers, committees, and boards from any liability, loss, damages, claims, or actions arising from the use of the device. The borrower agrees to indemnify WGRLS against all damages, costs, and expenses incurred in connection with any claims or proceedings related to their use of the technology.