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| <b>Policy</b><br><b>In-House Technology Agreement</b> | <b><u>Date Approved by WGRLS Board</u></b><br><b>7/28/2020</b> |
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- All aspects of the West Georgia Regional Library System’s Internet Use Policy also apply to any technology checked out for in-library use.
- The user must be 18 years of age and have a library card in good standing (fines of less than \$10.00).
- The user must leave a valid state ID, military ID, or a valid matricula consular at the circulation desk while using the technology and the name on the library card must match the name on the ID. ID will be returned at time of technology check-in.
- The technology can be used inside the library only. Removal of the technology from the library will be considered theft.
- The technology will be available on a first come, first served basis. The technology cannot be reserved.
- Never leave the technology unattended for any reason. If you must leave your space, take the technology to the circulation desk and ask a staff member to keep it while you are away from your space.
- The technology must be returned to a staff person when the user's time is expired.
- 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.
- Patrons may not save to the hard drive of any library technology. It is the responsibility of the user to bring a data storage device compatible with the technology (e.g. USB drive, etc.). No start-up disks or software from outside the library are permitted.
- Library staff may suspend or terminate technology privileges if the borrower violates Library rules or policies or if the borrower fails to use the technology in a responsible manner.
- Technology must be returned to library staff at least 15 minutes prior to library closing.

I agree to follow the above regulations of use.

I agree to accept full financial responsibility for failure to return the technology and accompanying equipment, and for any damage incurred to the technology through abuse or misuse while it is in my care.

Replacement cost of the technology and accompanying equipment can found on the WGRLS Technology Pricelist at the Circulation Desk or at [wgrls.org/technology-pricelist](http://wgrls.org/technology-pricelist)

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Name (printed)

\_\_\_\_\_  
Date

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Signature

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Library Card Number