

Mentor Public Library's Electronic Device Policy

To further the Library's mission as your community library, the Mentor Public Library circulates various Electronic Devices to its patrons.

The following policy applies to Patrons checking out Electronic Devices:

- Borrowers must be 18 year of age or older to check out Electronic Devices.
- A valid Mentor Public Library card in good standing with a current address on file is required. The Library may ask for picture ID to verify address.
- Only one Electronic Device per account may be checked out at any given time.
- The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning Electronic Devices or who places the Electronic Device in the book drops.
- Library staff will verify that the Electronic Device is in good working order at time of checkout and when Electronic Device is returned.
- **A patron will need to complete and sign an "Electronic Device Agreement" with each checkout, acknowledging financial responsibility for lost or damaged equipment.**
- Once an Electronic Device is checked out to a customer, the Electronic Device becomes the responsibility of that customer per the "Electronic Device Agreement". The customer is responsible for full replacement cost of the device and/or any parts that are lost, stolen, damaged, or otherwise not returned.
- Electronic Devices can be checked out from library opening until 30 minutes before the library closes.
- Most Electronic Devices are checked out for fourteen (14) days with 2 renewals available. HotSpots are checked out for fourteen (14) days with no renewals. Laptops are checked out for in-library use only for one (1) hour with renewals available if no one is waiting.
- **Overdue fines will be charged for all devices returned late.** See the "Electronic Device Agreement" for details.
- Do not return devices in the bookdrop. See the "Electronic Device Agreement" for details.
- If any technical problems are encountered, the device should be returned immediately to the Library.

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