



Electronic Device Checkout Policy

Checking out a device

- a. The Kenai Community Library offers electronic devices for checkout. A patron must have a valid Kenai Community Library card or Alaska Library Catalog member library card, and an Electronic Device Liability form must be on file. A library card is considered valid if the patron's information is current and the account is in good standing.
- b. Patrons must be at least thirteen (13) years of age to borrow an electronic device. Patrons thirteen (13) to seventeen (17) years of age must have a parent or legal guardian sign a liability form in person before first check-out. The parent/legal guardian assumes responsibility for the electronic device.

Available Devices

- a. In-library laptops are available for loan at the service desk on a first-come, first-served basis. Holds or advance bookings for laptops are not available. The loan period for laptops is two (2) hours, which may be extended subject to staff approval. Laptops must be returned at least fifteen (15) minutes prior to library closing. In-library laptops should never be left unattended. Removal of an in-library device from the library building constitutes theft.
- b. Chromebooks are available for checkout for 21 days with one renewal if no other holds exist. Holds on Chromebooks can be placed by calling the Kenai Community Library during business hours. Chromebooks will be held for no more than two (2) days. Chromebooks must be picked up and dropped off at the Kenai Community Library only. Chromebooks should never be left unattended. Overdue Chromebooks will be remotely disabled at three (3) days overdue and replacement costs will be assessed at seven (7) days overdue.

Patron Responsibilities

- a. Patrons must abide by the Internet Safety policy and all other applicable policies. Copies of these policies are available on the library's website or upon request at the service desk. Patrons are responsible for any violation of this and all other applicable library policies.

- b. Patrons may not tamper with, alter or delete any settings or configurations, or install software on the device.
- c. Patrons will not engage in any illegal activity using an electronic device.
- d. Patrons may borrow no more than one device at the same time.
- e. All devices must be returned to a library staff member and will be checked for damage before check-in.
- f. Documents should be saved to a USB drive or cloud storage. The Library does not provide these devices. All user files will be deleted when the device is turned off.
- g. The Kenai Community Library is not responsible for any loss or damage to library user's data or media due to viruses, hardware, software, electrical surge or failure, battery failure or any other cause while the library user is using library electronic devices.
- h. **The user agrees to assume any and all liability for the cost of repair or replacement** in the event of loss due to theft, damage whether intentional or unintentional, negligence or misuse. A repair fee will be levied for damaged devices and/or accessories based on the cost of the repairs. Any equipment malfunctions or loss should be reported immediately to Library staff. Fees for the electronic device and/or accessories will be charged based on replacement cost.

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