

## XX. Technology Equipment

Amended July 2022

A valid NWLN library card is necessary to log onto one of the internet computer work stations. There is no charge for use of the computers. Time management software is programmed to allow each user no more than 180 minutes per day with four logins. Library staff is

available for general assistance in using the computer. However, staff is not expected to train library users in the use of application programs.

The Vaughn Public Library makes mobile devices/laptops available to library card holders to assist in research, networking, recreational use and document or presentation production needs.

### Availability and Limitations

- Mobile device/laptops are available to check out on a first come first serve basis.
- Mobile device/laptops may be checked out by users with a NWLN library card in good standing (fines below \$10.00).
- Mobile device/laptops are for in library use only. Mobile device/laptops removed from the library building will be considered stolen. The Vaughn Police Department will be notified.
- Only one Mobile device/laptop at a time may be checked out per library card.
- The loan period for mobile device/laptops is a maximum of four hours per day.
- No software shall be installed or downloaded by mobile device/laptop users. Any altering of the mobile device/laptops' settings/configurations, including deleting or copying installed software will be considered a violation of the mobile device/laptop agreement and will result in suspension of eligibility to check out library equipment. An equipment block will be placed on the violator's MERLIN account.
- The library does not assume responsibility for any lost or corrupted files for any reason such as hardware failure or network interruptions.
- Personal files created while using the mobile device/laptop must be saved on a portable storage device (flash drive, CD-R) or emailed to the user's personal email account.
- *The mobile device/laptops are not set up for printing. Printing can be done from the library's computer workstations (\$ .20/page—b&w). Or through PRINCH ([www.princh.com](http://www.princh.com))*
- Audio and video files must be played with headphones.

### Responsibilities, Liability, Trouble Shooting

- A mobile device/laptop checked out on a card-holders library record, is solely the responsibility of the card-holder per the Borrower's Agreement.

- Late return of mobile device/laptops will be considered a violation of the mobile device/laptop agreement and will result in no mobile device/laptop access for one month—An equipment block will be placed on the user’s Merlin account.
- Mobile device/laptops not returned by library closing will be considered stolen and the Vaughn Police Department will be notified.
- Mobile device/laptop user assumes all responsibility for full replacement of the mobile device/laptop if it should become damaged, lost or stolen while checked out on the user’s Merlin account—Do not leave a Mobile device/laptop unattended
- Troubles with software, connections, operating systems or other functionality should be reported to library staff. Mobile device/laptop users are fiscally responsible for any damage caused if they attempt to trouble shoot problems

### WiFi Hotspots

Hotspots are available for adult library patrons in good standing who do not otherwise have access to equipment or services sufficient to meet educational needs. Funding for these devices is supported by the Emergency Connectivity Fund Program which stipulates patrons certify their lack of access. The library is required to maintain records to show the usage of these devices for reporting and audit purposes, but will not include personal information in those records. **By obtaining a device, you are confirming you do not have access to sufficient equipment or services to meet your educational needs.**

You may check out one device per person and per household at any time.

### Wi-Fi Hotspot Lending Policy

The Vaughn Public Library has established a Wi-Fi hotspot lending program to provide people in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and have home access to the Library’s digital resources such as databases, eBooks, streaming music and movies.

Access the Wi-Fi hotspot lending program with a NWLN Library card in good standing. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited. See Vaughn Public Library Internet Policy.

Eligibility: Wi-Fi hotspots may be borrowed by NWLN Library card holder’s ages 16 years of age or older, with a valid library card in good standing, and a permanent residence for 60 days. If the borrowers ID and current address are different, the borrowers ID number will be added to the library account.

**Availability:** Reservation for Hotspots will be made on a first-come, first served basis. Reservations may be made by phone, email or in person at the Library. The person reserving the device must present a NWLN Library card and pick the unit up in person. A signed User Agreement is required at the time of checkout.

**Loan Period:** Hotspots are checked out for a 14 day period, no renewal. Hotspot check out is limited to one per household. After returning a hotspot there is a 72 hour wait before checking out a hotspot again. In the event of an emergency where the Library is without wireless internet, the Library reserves the right to cancel reservations or recall hotspots in order to provide wireless service at the Library for public use.

**Returns:** Hotspots must be returned inside the Vaughn Public Library. Hotspots may NOT be returned in the Book Drop. Anyone returning a Hotspot in the Book Drop will be blocked from checking out Hotspots in the future.

**Fines:** If after 2 weeks from the due date, the hotspot is not returned, the borrower is charged a \$100 replacement fee. Repeated late returns will result in being blocked from checking out Hotspots.

**Lost or Damaged Hotspot:** The charge for a lost or damaged hotspot is \$100. This includes any damage caused by returning the hotspot incorrectly and using the Book Drop. The cost for an unreturned charger and/or cable is \$20.00.

**Internet Use:** The Vaughn Public Library is not responsible for information accessed using this device or for personal information shared over the internet. Hotspot users are encouraged to use safe internet practices. See Vaughn Public Library Internet Policy.

**Privacy Policy:** The Library collects the following information: · Total amount of data transmitted and received by each device (not user) during a billing cycle. · Anonymous circulation data related to checkout of the hotspot devices (i.e. the number of times a device is checked out in a month).

**Printing (B/W & Color), photocopying, scanning and faxing is available. Fees for printing are \$.20/page, faxing is \$.50/page. WI FI access is available throughout the library. The community meeting room and the Garland Room are equipped with large screens and connectivity to a digital projector and a DVD/BluRay player for a variety of presentation formats. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.**