

TECHNOLOGY USE & ELECTRONIC DEVICE POLICY



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The North Douglas Library District provides access to technology to the public. The District makes this service available as part of its mission to enrich the community by providing access to the power of information and imagination. In keeping with its value of intellectual freedom, the District provides unfiltered Internet access, provided the patron does not use the Internet for purposes which violate federal, state, or local laws. In addition, all computer and Internet use must be in accordance with this policy and with the District's Patron Code of Conduct.

Responsibilities of Patrons

- The District is not responsible for security of personal information shared online and users are encouraged to use caution before sharing personal information (such as name, address, password, phone number, credit card information, etc.).
- While the Internet enhances resources the District already provides, the District cannot control information available over the Internet and is not responsible for its content. Internet content could be inaccurate, incomplete, outdated, offensive, disturbing, or illegal. Users are encouraged to evaluate the accuracy and/or authenticity of information discovered online. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- Users may not incur any costs to the North Douglas Library District through access to fee-for-service information, profinders, shopping online, or any other Internet use.
- The North Douglas Library District is not responsible for damage incurred to a patron's personal electronic devices or for any loss of data, damage, or liability that may occur from patron use of the library's Internet services.
- The District's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted at the end of a session, any data saved on the computers is deleted and the computers revert to the default library settings.
- Because technology is located in public areas and the District serves people of all ages, what is displayed on screens is not confidential and patrons should use discretion when choosing what to view. Library staff do not routinely monitor technology use but reserve the right to do so if we suspect laws or library policies are being violated. Staff are authorized to confiscate removable media, eject users, and/or contact law enforcement.

Access by Minors

- The District provides public access to technology and electronic devices and upholds the right of each individual to access constitutionally-protected material. It is the right and responsibility of guardians and caregivers to guide their children in the selection of resources compatible with their family's values and beliefs.
- The District cannot act in place of a guardian or caregiver and urges guardians and caregivers to work with their children in their use of library resources and the Internet.
- Guardians and caregivers should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment.
- Consent given on the part of the guardian or caregiver for a library card constitutes acknowledgment by the guardian or caregiver that they have a responsibility for monitoring their child's use of all library resources, including the public computers.

Time Limits

- In-library computers and devices are available for one 60-minute session per day per patron.
- Patrons may request time extensions for in-library devices based on availability and library staff discretion.
- Arrangements for extended use may also be made for things such as, but not limited to, testing and test preparation, tax research and preparation, schoolwork, employment, and applications or certifications.

Staff Assistance

Library staff may be able to answer basic technology questions, assist with locating appropriate resources, and provide introductory technology training. Trained staff may not always be available. Patrons may schedule individual technology training or attend free technology-related informational programs offered by the District. Library staff does not repair personal electronic devices and is unable to check systems for viruses, malware, or other damages to personal devices.

Rules Governing Use

Library technology and Internet access are provided to meet the informational, educational, cultural, and recreational needs and interests of patrons. However, the District prohibits the following:

- Damaging, altering, or installing equipment, systems, or software.
- Tampering with device settings.
- Displaying, printing, or sending any material that is obscene, libelous, defamatory, threatening, harassing, or otherwise illegal, as defined by relevant laws.
- Deliberately downloading, installing, or creating any harmful programs.
- Violating intellectual property laws or software licensing agreements.
- Interfering with system operations, integrity or security.

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- Engaging in activity that is deliberately offensive or creates and intimidating or hostile environment.
- Accessing another person's files or sensitive information without proper authorization.
- Viewing material that could reasonably be considered pornography, as determined by District staff.
- Refusing or ignoring a staff person's valid request.

Library staff reserve the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library technology and personal devices accessing the library's wireless service. In addition to violating this policy, many of the listed activities may violate local, state, or federal laws. Violations of this policy may result in the suspension or loss of technology privileges, being trespassed from the library, criminal prosecution, and/or financial responsibility.

Wireless Access at the Library

- Wireless Internet access is provided free-of-charge to anyone using their personal device with wireless connection capability.
- The District assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

Electronic Device Use & General Guidelines

The North Douglas Library District provides limited-use electronic devices to the public to further its goals of improving accessibility of materials, connecting community members to information, and providing free and convenient access to informational, cultural, educational, and recreational materials.

- Electronic Devices (Kindle e-readers, laptops, etc.) are available to patrons who are 18 and older, have had an NDLD account for at least 30 days, are in good standing with the District, and are In-District, Out-Of-District, or Yoncalla or Elkton Passport cardholders. Electronic Devices are not available to checkout to Reciprocal Borrowing or Inter-Library Loan participants, Student, Temporary, or general Oregon Passport Program cardholders.
- Electronic Devices are limited to one device per household at any given time. The District reserves the right to refuse service to anyone who abuses equipment (including trying to return devices via the book drop) or is repeatedly late in returning Electronic Devices.
- Eligible patrons will need to fill out an Electronic Device Agreement form before they can checkout an Electronic Device.
- Electronic Devices can ***only*** be checked out from, and returned to, a staff member at the Circulation Desk at the Mildred Whipple Library. Electronic Devices must be handed directly to a staff member for check in.
- To reserve an Electronic Device, visit the Mildred Whipple Library Circulation Desk. Kindle devices may also be reserved through the library catalog.
- Patrons should use care when handling Electronic Devices. Once an Electronic Device is checked out to a patron, the Electronic Device becomes the responsibility of that patron per the

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Electronic Device Agreement. The District is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other devices, or data loss resulting from use of device. The District is not responsible for downloaded content on the 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.

Kindle E-Readers

- Kindle e-readers check out for 4 weeks, with 1 renewal available.
- Titles available on each Kindle device follow the District's Collection Development Policy, with a focus on titles difficult to obtain in print, titles not available as a physical item in the library's collection, titles for programming, and popular titles. Titles chosen reflect a range of fiction and nonfiction genres for different reading levels.
- Each Kindle checkout comes with:
 - 1 device case/bag
 - 1 Kindle e-reader, preloaded with titles
 - 1 Kindle e-reader case
 - 1 USB charging cord
 - 1 wall charger
 - 1 Quick Start instruction manual

Laptops

- Laptops are divided into two categories: those restricted to in-library use only and those available for checkout. Both categories require Electronic Device Agreement forms.
- In-library laptops are attached to patron accounts for use during the remainder of the library open day and must stay within the library building. Laptops for checkout are available for 4 weeks, with NO renewal available.
- Each laptop checkout comes with:
 - 1 device case/bag
 - 1 laptop (either a Samsung or a Google Chromebook, depending on type of checkout)
 - 1 USB charging cord
 - 1 wall charger
 - 1 computer mouse (Chromebook only)

Electronic Device Fines & Liability

- The borrower is responsible for all costs associated with damage or loss of the Electronic Device and/or peripherals due to neglect or abuse. If a staff member needs to reset any features on an Electronic Device, the borrower is responsible for covering staff time of \$15.00 per hour, minimum charge of \$15.00.
 - For Kindle devices: adding or removing titles, changing device features, etc. are considered damage.

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- Electronic Devices can ***only*** be returned to a staff member at the Mildred Whipple Library's Circulation Desk. Electronic Devices must be handed directly to a staff member for check in. Electronic Devices ***cannot*** be returned through the book drop. There is a \$25 additional fine if a device is placed in the book drop or left unattended at the Circulation Desk.
- There is a \$2.00 fine per library open day for overdue Kindles. There is a \$5.00 fine per library open day for overdue laptops.
- Replacement cost for irreparable damage or loss include:
 - Kindles (total potential replacement cost: \$215.00)
 - Kindle device: \$150.00
 - Kindle device case: \$20.00
 - Wall charger: \$10.00
 - Kindle checkout case/bag: \$20.00
 - USB cord: \$10.00
 - Instruction booklet: \$5.00
 - Laptops (total potential replacement cost: \$670.00)
 - Laptop (either Samsung or Chromebook): \$600.00
 - Charging equipment (wall charger and/or cord): \$30.00
 - Laptop bag (either Samsung or Chromebook): \$20.00
 - Computer mouse: \$20.00
 - Plus applicable overdue fines and/or staff time costs, as discussed between the borrower and the District at the time of replacement.
- If any technical problems are encountered, the Electronic Device should be returned immediately to the Circulation Desk by the borrower (no fines attached). If the borrower does not immediately return an Electronic Device with technical problems, issues will be viewed as patron damage and charged accordingly.