



Haverhill Public Library: Electronic Devices Lending Policy.

Electronic Devices that can be checked out include:

- o Hotspot - loan period 7 days
- o Laptop - loan period 7 days
- o Roku - loan period 7 days
- o External Disc Drive - loan period 7 days

- Electronic devices may be checked out to any patron with a MVLC library card in good standing
- Devices cannot be renewed – It is possible they can be immediately checked out again if no other patron is waiting for them (at the discretion of staff)
- If returned late, a \$5 per day fee will be charged to the patron's account
 - Any overdue hotspot will be remotely shut off
- Electronic devices must be returned in the same working condition as when checked out or the patron will face replacement fees (staff will check each item before checking out and when checking in). Lost, damaged, or stolen devices must be replaced by the patron for the cost of the device (Hotspot - \$81; Laptop - \$250; Roku - \$30; External Disc Drive - \$99)
- Patrons may borrow a device within the library building. If doing so they must check it out to their library card, or leave behind a valid photo ID at the Circulation Desk, to ensure their return. If a device is lost, stolen, or damaged within the building the patron is responsible for the cost of replacement
- Electronic devices must be returned directly to a staff member and cannot be returned via book drops or the automated return machine
 - If a patron is social distancing, they should call the library and arrange a time for a staff member to meet them outside
- Patrons may only check out one of any one type of device per library account at any time (for example, only one hotspot at a time, only one Roku at a time, etc.)
- Any patron who loses/destroys/damages an electronic device may be barred from checking any out in the future, even if they replace the cost of the damaged item