



Gaming Device Lending Policy

Effective Date: 12/21/11

Revised: 08/23/12, 6/25/14

Purpose

The Library has as one of its objectives to “design and implement Library services and programs that engage the community and promote literacy, personal information gathering and entertainment, and encourage Library use.” By offering gaming devices, the Library provides users young and old with the opportunity to enjoy gaming and to utilize the Library for their gaming needs.

In-Library Use

The following rules and regulations apply:

1. Gaming devices may be borrowed by resident library card holders in good standing (i.e. users with fines of \$5.00 and over are blocked).
2. The loan period for in-Library use is all day with no limitations. All gaming devices must be returned to the Information Desk before the Library closes.
3. Gaming devices will be checked out on a first come, first served basis. Holds via the SWAN catalog are encouraged.
4. Many gaming devices connect to the Internet wirelessly. Parents must authorize usage of the device and the Internet by signing the Gaming Devices Agreement.
5. The Library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal internet based accounts. All files left on gaming devices will be wiped clean.
6. The user assumes full responsibility for the cost of repair or replacement in the event the gaming device is lost, stolen, or damaged. The Library’s IT Department will assess the costs and charge the user accordingly.
7. The Library’s Public Computer Use policy applies to gaming devices. Users attest that they have read and will adhere to the policy.
8. Co-signers for users under 18 accept the same level of responsibility as the user.

Home Use

The following rules and regulations apply:

1. Gaming devices may be borrowed by resident library card holders in good standing (i.e. users with fines of \$5.00 and over are blocked). If the gaming device is to leave the building:
 - a. A one-time co-signature of a parent or guardian will be required. This release will be kept on file in the Library.
2. The loan period is three days for home use.
3. Gaming devices designated for home use may be reserved in advance. On the actual day of lending, those that have not been reserved may be checked out on a first come first served basis.
4. Gaming devices may only be renewed in person at the Library's Check Out Desk.
5. Gaming devices must be returned in person. Borrowers are advised to wait until the gaming device is checked in and returned with the signature of the staff member on duty at the Check Out Desk.
6. Fines for unreturned home use gaming devices are \$15.00 per day, not counting days the Library is closed. An "on-time" return is defined as a device that is returned prior to closing on the third day of check out. Users who have on three separate occasions returned the devices late will lose Home Use gaming device borrowing privileges for a period of six months.
7. The user assumes full responsibility for the cost of repair or replacement in the event the gaming device is lost, stolen, or damaged. The Library's IT Department will assess issues and charge the user accordingly.
8. The Library's Public Computer Use policy applies to gaming device use. Users attest that they have read and will adhere to the policy.
9. Co-signers for all borrowers accept the same level of responsibility as the user.



Gaming Device Lending Agreement

I have read and understand the Linda Sokol Francis Brookfield Library Gaming Device Lending Policy and Public Computer Use Policy and agree to adhere to the terms and conditions contained therein.

_____	_____	_____
Print Name (First & Last)	Library Card Number	Additional Identification Provided
_____	_____	_____
Address	City	Zip Code
_____	_____	
Telephone	E-mail Address	
_____	_____	
User Signature	Staff Signature	

Co-signer Signature (for users under 18)