

# **Digital Equipment Circulation Policy**

## **Policy Overview**

This policy provides guidelines on the availability, circulation, use and user responsibilities of the digital media equipment. The library strives to promote an active learning environment and will attempt to accommodate the needs and requirements of individual and group projects in a manner that maximizes access and encourages the greatest benefits for all users.

## **General Guidelines:**

To borrow equipment, go to the Circulation Desk located on the ground floor.

You must have a valid library card and an account in good standing.

Borrowers under 18 must have parent or guardian present to check out the equipment.

Equipment may not be scheduled (reserved) in advance. Availability is not guaranteed.

A patron may borrow only one piece of equipment at any time.

Equipment circulates for 1 week (7 days).

No renewals allowed.

All equipment will be accompanied by a list of included components.

Users are responsible for all items checked out on their library card and are expected to return all items by the due date and time.

All files must be saved to your own digital storage device prior to the return of the equipment.

Beverly Hills Public Library assumes no responsibility for information stored on the equipment or the recovery of information accidentally left on the equipment after it has been returned.

## **Returning equipment:**

Borrowed items must be returned in person to the circulation desk. Users are responsible for all items until checked in at the Library.

Return in the book drop is not allowed. Borrowers of equipment found in the book drops may be subject to fines and fees.

Upon check-in, the circulation supervisor will verify that all equipment components are present and in working order, and will delete all files.

## **Overdue/Damaged fees:**

Borrowing privileges will be suspended for any user who has overdue media equipment.

**Overdue items - Users** will be charged a non-refundable \$10/day overdue fee each piece of equipment and/or individual component not returned by the due date, not to exceed the cost of the equipment or component.

Items or components not returned in three days will be considered lost (see Lost items for details).

**Damaged equipment – Users** will be charged for the cost of repair, as determined by Library staff, for equipment or individual component returned in damaged condition. The cost of replacement will be assessed for each piece of equipment or component damaged beyond repair, as determined by Library staff.

**Lost items – Users** will be assessed a replacement fee for each piece of equipment that is lost or otherwise not returned within 7 days of the due date and time.

Individual components not returned within 3 days of the due date and time will be declared lost and assessed a non-refundable replacement fee (price of item plus processing fee)

## **Notices**

Library staff will send overdue/billing notices of non-returned materials as a courtesy to users. Users are expected to take prompt action on all notices and to notify Library staff of any discrepancies. Non-receipt of notices does not excuse users from paying fees or fines.

## **User responsibilities**

Individuals are responsible for understanding and adhering to the guidelines stated in this Circulation Policy, including the care and security of the equipment they have checked out.

- Users are responsible for all items checked out on their Library card until the materials are properly checked in at the Library.
- Users are responsible for responding promptly to all notices and for notifying Library staff of apparent discrepancies.
- Users are responsible for reimbursing the Library for items that are lost or damaged while in their possession.
- Users are responsible for paying any fines or fees associated with damage, late return, or non-return of Library equipment or components.
- Users are responsible for reporting stolen Library items that they have borrowed to the police.
- Users must inform the Library of address changes.

## **Confidentiality**

Library staff will preserve the confidentiality of users' records. No information will be given to a third party about the name of another user who has checked out material. Billing information remains

confidential until overdue accounts are turned over to a collection agency. The responsible party should initiate billing appeals. Library staff will discuss outstanding bills only with the user who incurred the charges or if under 18 with a legal guardian of parent.

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Signature of Consenting Adult

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Print Name

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Library card number

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Date