

**Policy Objective:** The Gibson Memorial Library, at its discretion, lends equipment for use inside and outside of the Library as a public service. **Given the expense of the equipment, the borrower's library account must be in good standing.**

- The City of Creston, IA, and the Gibson Memorial Library, are held harmless by the borrower for any damage, injury, or loss, including any damage or loss of data or media due to any cause while using Library equipment.
- By borrowing equipment from the Gibson Memorial Library, I – the borrower, understand that I am responsible for the item(s) and all accessories.
- I warrant the equipment was in good working order when borrowed and that I will reimburse the Library if the equipment or software is damaged, lost, or stolen while checked out to me. I agree to go to the public service desk immediately if the device or any of its components are damaged, missing or malfunctioning.
- **I understand that the equipment CANNOT be removed from the Library without permission or taken into the restrooms until the equipment is placed in the hands of a Library Staff member, and is checked in, it is my responsibility\*\*.**
- If parts and or pieces of the equipment are missing or damaged, the borrower's library privileges may be revoked until the costs for repair and/or replacement have been paid by the borrower.
- **§714.5 of the Code of Iowa clearly states that failure to return library materials or equipment is evidence of attempted theft.**

Equipment available for staff and patron in-house use:

- Apple TV
- Board Games
- Coffee Maker
- Copier and Fax Machine
- Computers, printers and CD-ROMS
- Dash Robots
- E-readers, iPad and Tablets
- LCD Projector
- Microfilm and microfiche reader

**E-reader, iPad and Tablet users:**

- E-readers and tablets are not to be left unattended in the Library. If, for any reason, a borrower has to leave the Library while the e-reader/tablet is still checked out, the device will be left at the front desk until it can be used again (including using the restroom).
- Users may not download apps or software without permission of the Library Director.

**Adopted:** April 1997

**Reviewed:** March 2011

**Revised:** January 2002, January 2005, April 2008, February 2021 (*This policy supersedes previous versions dated before February 2021.*)