

Technology Policy

Purpose:

To provide consistent and clear guidelines and procedures for library staff and patrons regarding the borrowing of technology items

Scope:

This policy covers technology items that circulate. By checking out a technology item, patrons agree to abide by the rules of the Zula B. Wylie Public Library and the rules laid out in this policy.

Definitions:

- A. Cedar Hill residents – Individuals who reside in Cedar Hill and whose accounts indicate they reside in Cedar Hill
- B. Cedar Hill students – Individuals who attend a school within the city of Cedar Hill and who provide a school-issued ID
- C. Technology items – Hotspots, Rokus, laptops, tablets, virtual reality goggles, drawing tablets, DVD players; does not include LaunchPads
- D. Good standing – Library account is not expired and does not have any outstanding fines or fees

Policy/Procedure: Take Home Technology

- A. Check out eligibility: Patrons must be Cedar Hill residents, Cedar Hill students, parents of students, or City of Cedar Hill or CHISD staff. Patrons must be at least 16 years old with a library account in good standing. A state issued ID must be provided at each check out. The name on the ID must match the name on the account. Parents of Cedar Hill students must check out the item to their account and not the child's account. If the patron or child of a patron is a Cedar Hill student but not a Cedar Hill resident, then the student's school ID must be provided in addition to a state ID.
- B. Loan period: All items check out for two weeks. They do not automatically renew and must be returned in person. Patrons can recheck out an item only if the item has not been requested by another patron. Patrons can only have one of each item type checked out to their account at a time.
- C. Return procedure: Patrons must log out of all personal accounts and clear devices of all personal data before returning items. Items must be returned to the front desk; they cannot



be returned to a drop box. Patrons will be notified and charged for items or pieces of items not returned or returned in poor condition.

- D. Fines and fees: Items returned after the due date will incur a late fee of \$5 per day up to a total amount of \$15. On the third day late, the item will be marked lost, the cost of the item will be charged to the patron's account, and the device service will be turned off. Upon item return, all lost charges will be waived, but the patron is responsible for paying the late fee amount of \$15. Items returned with missing or broken pieces will incur fines in the amount indicated in the item record and as listed on the item. All fines and fees must be paid before another item can be checked out.

In House Technology (Only applies to laptops and Chromebooks.)

- A. Check out eligibility: Patrons must be at least 16 years old with library accounts in good standing. A state issued ID must be provided at each check out. The name on the ID must match the name on the account.
- B. Loan period: All items check out for four hours. They do not automatically renew and must be returned in person. Patrons can recheck out an item only if the item has not been requested by another patron. Patrons can only have one of each item type checked out to their account at a time.
- C. Return procedure: Patrons must log out of all personal accounts and clear devices of all personal data before returning items. Items must be returned to the front desk; they cannot be returned to a drop box. Patrons will be notified and charged for items or pieces of items not returned or returned in poor condition.
- D. Fines and fees: Items returned after the due time will incur a late fee of \$5 per hour up to a total amount of \$15. At the end of the business day, the item will be marked lost, the cost of the item will be charged to the patron's account, and device service will be turned off. Upon item return, all lost charges will be waived, but the patron is responsible for paying the late fee amount of \$15. Items returned with missing or broken pieces will incur fines in the amount indicated in the item record and as listed on the item. All fines and fees must be paid before another technology item can be checked out.

Responsibilities:

- A. Patrons who check out technology items are responsible for returning items in the same condition in which they were checked out, paying any fines or fees accrued according to the policy, clearing their data from devices before returning them, and abiding by all rules and procedures set forth in the technology policy.

- B. Library staff are responsible for verifying patron eligibility to check out items, verifying all pieces are included and in good condition before checking in, and enforcing the rules of the technology policy.

Technology Policy

Rodgers, 2022



Zula B. Wylie Public Library

285 Uptown Blvd.

Cedar Hill, TX

75104

☎.972-291-7323

Process Map:

See Technology Return Process document.

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WHERE OPPORTUNITIES GROW NATURALLY



Technology Replacement Fee Schedule

Devices

- Blu-Ray player \$60
- Chromebook \$300
- Hotspot \$90
- Laptop \$400
- Raspberry Pi \$70
- Roku \$40
- Tablet \$250
- Virtual Reality goggles \$90

Item Pieces

- Case \$15
- Charging adapter/cable \$10
- Mouse/remote/controller \$5
- Raspberry Pi monitor \$40

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