



DEVICE POLICY

Purpose

In fulfilling the library's mission to provide access to information and educational resources, Marion Community Library lends electronic devices to library patrons.

Devices

- **Franklin T10 hotspots.** They provide unlimited 4G internet access. Each hotspot can connect up to 15 Wi-Fi-enabled devices. These devices have no filtering software installed. Internet monitoring is the responsibility of the using patron (per the "*Device Loan Agreement*").
- **Tonie Boxes.** A Tonie Box is a square speaker like electronic device and works with an a Tonie Figure that when placed together, plays stories geared towards young children. They are "stand alone" items and have no network capabilities.

Checking Out Hotspots

- Patrons 18 years or older, in good standing, and with a valid library card (not applicable with Guest Library or TexShare Library cards) may check out devices.
 - Good standing is defined as; Patrons must have an active borrowing record at Marion Community Library for at least three (3) months and have no overdue items, fines, or fees on their account.
- Patrons must provide a photo identification card.
- Patrons must read and sign the Marion Community Library's, "*Device Loan Agreement*".
- Only one device type at a time can be checked out per family.
- At checkout, depending on which device is borrowed, patrons will receive:
 - Franklin T10 hotspot, USB Type C Charger, instruction card, and case.
 - Tonie Box, three Tonie figures, charger, instruction card, and carrier.
- Hot Spots not returned by the specified due date can be blocked so they can no longer be used. Once returned they can be unblocked to allow data and be ready to check back out.
- Devices must only be returned at the library's circulation desk when due. Returning devices to the library's outside book return is not allowed. It leaves the devices vulnerable to damage in a non-climate-controlled environment.
- Prior to check-in, the contents of the device case will be inventoried to ensure the check-in is complete (no items missing).

Hotspot Fees

Missing Parts Replacement Costs:

- Hotspot Device: \$57.00
- Shipping Charge: \$9.00
- USB Type C Charger: \$9.00
- Hotspot Case: \$9.00
- If all components of the hotspot kit are not returned or are found to be damaged beyond repair, patrons will be charged a \$84.00 replacement fee.

Tonie Box Fees

Missing Parts Replacement Costs:

- Tonie Box Device: \$99.99
- Tonie Figure: replacement cost varies depending on the Tonie figure.
- Charger: \$14.99
- Tonie Box Carrier: \$32.99
- If all components of the Tonie box kit are not returned or are found to be damaged beyond repair, patrons will be charged a \$147.97, cost of the Tonie figure, and shipping replacement fee.

Appendixes

MCL Device Loan Agreement (Library Copy)

MCL Device Loan Agreement (Patron Copy)

Policy created 02/22/2023.

Policy approved by Marion Community Library Association Membership 03/14/2023.

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