

## Augusta-Richmond County Public Library Equipment Lending Policy

The Augusta-Richmond County Public Library System (ARCPLS) loans out technology equipment to adults, 18 years of age or older, with an active library card in good standing. In agreement with the Children's Internet Protection Act (CIPA ~ Public Law 106-554) regulations, the internet accessed while connected to an ARCPLS hotspot is filtered. No filtering software can control access to all materials that an individual may deem inappropriate.

### Equipment Types

- Wireless Hotspots – Portable, rechargeable devices that connect laptops, smartphones, tablets and other devices to the internet
- Chromebooks – Web-centric laptops that use the Google Chrome operating system (OS)
- Launchpads – Tablets with pre-loaded, guided learning, content for children (age levels ranging from 3+ to 8+ years old)

### Guidelines for Borrowing and Use

- Borrowers must be 18 years of age or older.
- Borrowers must have an ARCPLS issued library card in good standing with no outstanding fines/fees over \$9.99. PINES library cards from other counties will not be accepted.
- Borrowers must sign and adhere to the ARCPLS *Equipment Borrower Agreement*.
- Most equipment is not holdable and is available on a first come, first served basis. Holds may be placed on Launchpads within the owning library only.
- Only one equipment type may be checked out to a patron at any time. For example, checking out one hotspot, one Chromebook, and one Launchpad is allowed; however, checking out multiple Chromebooks is not allowed.
- Borrowers must wait a minimum of 24 hours before borrowing the same type of equipment.
- Equipment can only be returned to the ARCPLS location from which it was checked out. It must be turned in at the Circulation desk inside the library and not in the book drop or at another location.
- Users must abide by all applicable portions of the ARCPLS Internet and Computer User Policy. The complete ARCPLS Internet and Computer Use Policy can be found at: <https://arcpls.org/about-us/policies/internet-and-computer-use-policy/>
- Hotspot users may not:
  - Circumvent filtering or blocking software, or other security measures to access visual depictions deemed (a) obscene, or (b) child pornography, or (c) harmful to minors, as defined in the Children's Internet Protection Act (CIPA ~ Public Law 106-554).
  - Disseminate obscene material as described in section 16-12-80 (b) of the Official Code of Georgia, unless dissemination of the material is permitted, as provided in Section 16-12- 80
  - Use hotspots for any illegal or criminal purpose

## **Loan Periods**

- Hotspots - Seven (7) day checkout with zero renewals
- Chromebooks - Fourteen (14) day checkout with zero renewals
- Launchpads - Fourteen (14) day checkout with zero renewals

## **Fines & Liabilities**

- Overdue fines accrue at \$3.00 per day, per item.
- Service to overdue hotspots and Chromebooks will be disconnected.
- Borrowers are financially responsible for all applicable replacement costs and processing fees and/or the applicable cost for accessories if lost, stolen or damaged while checked out to the borrower's account.
- If all items are not returned with the kit, the kit will remain on the borrower's record until all items have been returned. Late fees will continue to accrue until all items have been returned.
- The Library will not accept replacement equipment or accessories purchased by the borrower.
- ARCPLS reserves the right to suspend borrowing privileges of any patron who is chronically late returning equipment or abusing any of the agreed upon guidelines for use.
- ARCPLS is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.

## **Lost, Reconfigured, or Damaged Equipment Costs**

- Devices or accessories that are damaged beyond repair will be billed at the same cost as the replacement costs listed below.
- Failure to pay for a lost or damaged equipment will result in the borrower being blocked from borrowing any library materials, as all usual PINES policies on fines limit applies.
- Reconfiguring equipment is NOT allowed, including any modifications to settings or reverse engineering.

### **Hotspots**

\$110.00 - Entire kit, battery, or hotspot (an additional \$5.00 processing fee will be charged)

\$10.00 - mini USB charger

\$10.00 - SIM card

\$3.00 - case

### **Chromebooks**

\$266.99 - Entire kit (an additional \$5.00 processing fee will be charged)

\$244.00 - Chromebook

\$54.00 - Power adapter cord

\$22.99 - Bag  
\$5.00 - Bag strap

Launchpads

\$170.00 - Entire kit (an additional \$5.00 processing fee will be charged)

\$15.99 - Case

\$2.00 - Charging cord

\$8.99 – Silicone tablet bumper



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