

GREENBURGH PUBLIC LIBRARY – ORGANIZATION MANUAL

Technology Lending Program Checkout Policy and User Agreement	Page 1 of 3	Number	PAT-2
	Effective Date	June 25, 2025	
	Approval Date	June 24, 2025	
	Resolution Number	0625-2	

Greenburgh Public Library (GPL) has streaming devices, mobile hotspots, iPads, tablets and laptops for loan to Greenburgh Public Library cardholders (members of the unincorporated Town of Greenburgh community).

Limits and Availability:

- Technology equipment can be checked out by persons 18 years of age or older who have a valid Greenburgh Public Library card with no fines or restrictions on their account.
- A GPL library card and photo ID must be presented at check-out.
- An eligible patron may only borrow one device at a time (unless bundled with a mobile hotspot) with no renewals.
- Laptops, tablets, and streaming devices may be bundled with a mobile hotspot.
- Patrons may not alter, delete, or copy any software loaded on GPL's technology equipment or otherwise alter its existing configuration.
- A patron may borrow a streaming device for up to 14 days.
- A patron may borrow a mobile hotspot, iPad, tablet or laptop for up to 21 days.

To check out a device, GPL patrons agree to the following:

- I understand that unless bundled with a mobile hotspot, I may only check out one device at a time.
- I will immediately inspect the device upon checkout and determine that it is in good condition before leaving GPL. If the device is not in good condition, I will immediately notify GPL staff and return the device.
- I agree to return the device to GPL on or before the day it is due by handing it to a GPL circulation staff member.
- I understand that I must return it on or before the day it is due or late fees will accrue.
- I agree to call and inform GPL staff immediately if the equipment is damaged, lost, stolen, or malfunctioning.
- I agree to accept full financial responsibility for failure to return the device(s) and accompanying equipment, and any damage incurred to the device(s) while they are checked out to me through abuse, misuse, or operation contrary to the instructions supplied with the device(s).
- I understand it is my responsibility to log out of any applications and remove personal data from the device prior to its return; all of my stored data will be erased upon check-in at GPL.
- GPL will not be held responsible for any questionable content viewed or accessed.
- I understand that devices come with filtering software in accordance with the Children's Internet Protection Act. The protection measures must block or filter Internet access to pictures

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that are: obscene, child pornography, or may be considered harmful to minors pursuant to the Children’s Internet Protection Act.

- I understand that my personal information is not being synchronized, shared, or distributed with any other device, GPL staff member, or member of the public.
- GPL is not responsible for any liability, damage, 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 the device. Any use of the device for illegal purposes is strictly prohibited, including unauthorized copying of copyright-protected material in any format, or creation and transmission of threatening, harassing, defamatory, or obscene materials.
- I will observe the policies specified in GPL’s [Internet Use Policy](#) and *Technology Lending Program Policy*. I have read these policies, and I understand that violation of these policies may result in revocation of my library privileges.
- I understand that GPL has received funding from the Federal Emergency Connectivity Fund (ECF) to purchase mobile hotspots and tablets. Any ECF supported equipment and services can only be provided to patrons who declare in a written statement that they do not have access to the equipment or services sufficient to access the Internet.

Fines and Liability

- The patron assumes all liability for the cost of repair or replacement in the event of loss, theft, damage, negligence, misuse, or operation contrary to the instructions supplied with the device.
- An overdue fine of \$10.00 per day, with a maximum fine of \$25.00, will be levied for overdue technology equipment. After the equipment is overdue for three days, the patron will be responsible for the replacement cost of the equipment and/or other accessories. Replacement costs for technology equipment and/or other accessories will be charged at current market cost, as determined by GPL.
- Three (3) late returns for any device checkout will result in a 60-day suspension of technology borrowing. Any additional late returns or loss of equipment will lead to a permanent loss of technology borrowing privileges.
- A patron’s privilege to check-out technology equipment may be suspended if the patron violates this Technology Lending Program Policy & User Agreement in any way.

Troubleshooting Problems & Questions

- If a patron experiences problems with the device or has questions, they should call the Adult Information Desk at (914) 721-8225.

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- All applications are preloaded onto devices before being checked out. GPL Staff are unable to provide login credentials to patrons. Patrons must bring the device back to GPL for troubleshooting.
- The patron will be held financially responsible for any damage to a device if they try to troubleshoot problems without GPL staff member guidance.

This policy is issued by the GPL Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Policy Name	Resolution Number	Effective Date
Technology Lending Program	0312-4	March 27, 2012
Local History Room Use <u>Technology Lending Program</u>	0324- 61223-8	April 1, 2024 <u>December 13, 2023</u>
<u>Technology Lending Program</u>	<u>0625-2</u>	<u>June 25, 2025</u>