

**Montgomery County Memorial Library System
Policy Manual
Circulation**

CIRC-13 Checking Out Technology Devices

I. POLICY STATEMENT

Montgomery County Memorial Library System supports learning and education with innovative technology. To further this goal, the library provides and maintains a varied collection of technology devices.

II. REGULATIONS

The following regulations are implemented for equitable access to circulating technology:

1. Only a valid MCMLS adult library card holder may check out technology devices.
2. Only one device per card may be checked out at any time.
3. Devices will circulate for 2 weeks at a time.
4. Devices may not be renewed. Holds or requests may not be placed on devices. This includes temporary holds.
5. Patrons are encouraged to return the device to the branch where it was checked out, but it may be returned at any of the MCMLS locations.
6. Late charges are \$1 per day for devices.
7. In addition to the \$5 processing fee, the replacement charges, by item type, are:

Launchpad:

- Launchpad Unit \$150
- Launchpad Case \$10
- Adapter \$5
- USB cord \$5

8. Charges for reparable damage are:
 - Screen damage \$25
 - Bumper damage \$25

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Approved by Commissioner's Court
May 4, 2015

III. PROCEDURES

1. Library staff will follow basic circulation procedures to check out technology.
2. During check out, library staff will open the case to verify the components are present, depending on type of technology.
 - a. Launchpad: Launchpad tablet, USB cord and adapter
3. Staff will also power the unit on and off to demonstrate its operation to the patron.
4. When checking devices in, staff will check for all components and will again power the unit on and off.
5. It is not necessary for staff to reset the units or to charge them.

III. GUIDELINES

1. Launchpad tablets are being purchased as part of the circulating collection. Tablets should not be catalogued or classified as reference/non- circulating.
2. In order to have a tablet available for demonstration at each location, branches may check one unit out to the in-house use account.

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