



Equipment Check-Out Policy

Approved: March 30, 2023

I. Purpose

The West Fargo Public Library provides equipment and technology available for patron checkout. This lending program is designed to acknowledge the fundamental importance of equal access to the internet, technology, and other equipment in modern society. By providing the means to access internet at home or utilize the various equipment provided, the library can help connect members of the community to important resources and services even when the library building is closed.

II. Principles

- The primary purpose of circulating equipment and technology is to connect individuals with information, ideas, and with each other.
- In accordance with the West Fargo Public Library's mission, the equipment provided by the library is intended to help our patrons achieve their goals, explore their passions, and develop social connections.

III. Definitions

Mobile Hotspot: Mobile hotspots are portable internet access devices that allow patrons to connect to a Wi-Fi network using a computer, smartphone, or another device. Mobile hotspots are not intended to replace an internet router for household use.

- Equipment included: wireless mobile hotspot, charging cable, and device case.

Tablet: Tablets are portable devices with access to apps and learning modules for all ages. The West Fargo Public Library includes both the Apple iPads and the Playaway Launchpads in the terms of borrowing tablets.

- Equipment included: tablet, charging cable, and device case.

Ozobot Evo: Ozobots are small coding robots that use sensors to read lines and colors. They allow patrons to practice coding on an elementary level. The West Fargo Public Library provides Ozobots as a kit to patrons.

- Equipment included: one Ozobot, markers, charging cable, instructions, and device case.

IV. Eligibility

- Equipment may be checked-out by West Fargo Public Library patrons who are age 18 and older, and who are residents of West Fargo, the West Fargo Public School District, have paid for an Out-of-Area library card, or are a Reciprocity Patron from Fargo Public Library or the Lake Agassiz Regional Library.
 - Temporary card holders are not eligible to check-out equipment.
- Eligible cardholders are required to have their card for a minimum of three (3) months.
- Eligible cardholders cannot have overdue materials or fines on their patron account.
- Eligible cardholders must review the Equipment Checkout Policy and sign an Equipment Checkout Form prior to being issued any equipment.
- Youth cardholders can checkout equipment once an Equipment Checkout Form is signed by a parent/guardian and the parent/guardian presents a valid Photo ID.

V. Terms of Use

All Equipment

- All equipment is loaned for a period of three (3) weeks.
- Equipment is eligible for two automatic renewals, if the item is not on hold for another patron.
- Equipment can be placed on hold.
- Only one (1) of each type of device can be borrowed to each patron account at a time. (i.e., one tablet and one hotspot, but not two hotspots).
- Equipment loaned is the responsibility of the borrower; the borrower is responsible for all replacement costs associated with loss, damage, or theft of the device or accessories due to neglect or abuse.
- Patrons agree to not make any permanent changes to the equipment.
- Equipment must be returned to the West Fargo Public Library's service desk during regular operating hours. Equipment may not be placed in one of the library's outdoor or indoor book drops.
- Patrons must allow library staff time to verify the good condition of the device and its accessories at the time of check-out and check-in.
- Equipment is not considered returned until all components of the device are returned to the West Fargo Public Library service desk.
- Equipment not returned on its due date will result in the deactivation of internet service to the device or the device being locked.
- Patrons must report any problems with the device to a library staff person.

Mobile Hotspots

- Mobile Hotspots not returned on their due date will result in the deactivation of service to the device and the device will be locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the patron is responsible for the cost of the devices and its accessories or the cost of the late fees, whichever is higher.

Tablets

- Tablets not returned on their due date will result in the deactivation of service to the device and it will be locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the equipment charges will be waived, but the patron is still responsible for the late fees incurred.

Ozobots

- Ozobots not returned on their due date will result in the deactivation of service to the device and it will be locked. A \$5.00/per day late fee is charged to the patron's account until the device is returned.
- Patrons who do not return the device within 28 days from the return date will be charged for the cost of the device and its accessories.
- If the late device is returned in good condition, the equipment charges will be waived, but the patron is still responsible for the late fees incurred.

VI. Disclaimers and Restrictions

All Equipment

- The West Fargo Public Library reserves the right to terminate borrowing privileges from the borrowers who damage, abuse, or lose equipment, or who are repeatedly late in returning the device.
- The West Fargo Public Library is not responsible for any data loss resulting from use of Library equipment.
- The West Fargo Public Library is not responsible for the information accessed, obtained, or disseminated while using library equipment. Any actions that lead to criminal prosecution are the responsibility of the patron, not the library.
- Use of library equipment for illegal activity or use that violates the library's Computer Use Policy is prohibited.

Mobile Hotspots

- Internet service varies based on location. The West Fargo Public Library does not guarantee availability of hotspot service, continuous service, or speed of the connection.
- Mobile hotspots are not intended to serve as a replacement to a home internet router.
- Service outside of the United States is prohibited. Fees associated with use outside this area will be the responsibility of the patron.

VII. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Library Cards Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#)
- WFLP Board. [Computer Use Policy.](#)