



**Meaford Public Library**  
**Technology and Equipment Lending**  
**Policy-25**  
**June 2021**

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The Meaford Public Library owns technology and equipment for the use of library members. This technology and equipment was purchased through public and other funds in accordance with the library's mandate. A high standard of maintenance is in place to prolong the life of this technology and equipment and minimize replacement.

The Library will allow use of this technology and equipment under the following rules:

1. All potential borrowers must be members of the Meaford Public Library and have a membership in good standing with no outstanding materials or history of repeatedly losing library materials.
2. Up to two technology and equipment items can be borrowed on a card at any one time.
3. Technology and equipment items are not renewable.
4. Borrowers assume complete financial responsibility for borrowed technology and equipment and will reimburse Meaford Library for the repair or replacement cost of lost, stolen, or damaged technology and equipment.
5. All borrowers must sign the Technology and Equipment Lending Agreement and make payment (if applicable) prior to receipt of the technology and equipment.
6. Borrowers must return all the accessories that accompany the technology and equipment. The technology and equipment must be checked in by library staff at the circulation desk and not placed in the drop box.
7. Borrowers must use the devices responsibly. All data on devices will be wiped clean on return. It is the responsibility of the borrower to save content produced using the library's technology and equipment before returning the technology and equipment.
8. The Library does not assume responsibility for lost or corrupted files for any reason, including hardware failure.

9. The Library does not assume responsibility for personal injury or death resulting from use of our technology or equipment.
10. Staff will take reservations in advance for the technology and equipment.
11. The library will charge replacements costs for items that are overdue by 60 days or for items that are damaged or lost. See Schedule A.

**Schedule A: Lending Charges, Loan Periods and Replacement Charges**

| <b>Material Type</b>   | <b>Lending Charge</b> | <b>Loan Period</b> | <b>Replacement Charge</b> |
|------------------------|-----------------------|--------------------|---------------------------|
| Blu-Ray DVD Player     | No charge             | 7 days             | \$200.00                  |
| Power Monitors         | No charge             | 21 days            | \$50.00                   |
| Projector              | No charge             | 3 days             | \$500.00                  |
| Pedometers             | No charge             | 21 days            | \$25.00                   |
| eReaders               | No charge             | 21 days            | \$250.00                  |
| Tablets                | No charge             | 14 days            | \$500.00                  |
| Chromebooks            | No charge             | 7 days             | \$550.00                  |
| Chargers/Adapters      | No charge             | 7 days             | \$25.00                   |
| Fishing Rods           | No charge             | 3 days             | \$20.00                   |
| Ukuleles               | No charge             | 21 days            | \$50.00                   |
| Wi-Fi Hotspots         | No charge             | 7 days             | \$200.00                  |
| Pickleball Kits        | No charge             | 7 days             | \$150.00                  |
| Snowshoes              | No charge             | 7 days             | \$90.00                   |
| Switch Console         | No Charge             | 7 days             | \$500.00                  |
| Switch Individual Game | No Charge             | 7 days             | \$100.00                  |

Schedule A will be updated as necessary.

**Related Documents:**

Meaford Public Library, ***Policy 3 Membership and Circulation Policy***

Meaford Public Library, ***Policy 1-A Privacy, Access to Information and Electronic Messages (CASL)***

Meaford Public Library, ***Technology and Equipment Lending Agreement***

Approved: May 2002

Revised: September 2008

Revised: August 2013

Revised: April 2018

Revised: November 2020

Revised: June 2021