



**Meaford Public Library**  
**Technology and Equipment Lending**  
**Policy-25**  
**April 2018**

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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, over 18 years of age, and have a membership in good standing with no current fines, overdues, 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 may not download any illegal content. 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. Lending charges and fines for late returns will be applied at current rates.  
See Schedule A.

**Schedule A: Lending Charge, Loan Periods and Fines**

<b>Material Type</b>	<b>Lending Charge</b>	<b>Loan Period</b>	<b>Fines Per Day</b>
Power Monitors	No charge	21 days	\$1.00
Projector	\$25 non-profit groups, \$75 others	3 days	\$1.00
eReaders	No charge	21 days	\$1.00
Tablets	No charge	14 days	\$5.00
Laptops	In-house use only	N/A	N/A
Chargers/Adapters	No charge	14 days	\$1.00
Geocaching	No charge	7 days	\$1.00
Fishing Rods	No charge	3 days	\$1.00

Schedule A will be updated as necessary.

**Related Documents:**

Meaford Public Library, *Policy 3 Circulation Policy*

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

Meaford Public Library, *Technology and Equipment Lending Agreement*

Approved: May 2002

Revised: September 2008

Revised: August 2013

Revised: April 2018