

## Special Equipment Lending Policy

### GENERAL INFORMATION

The Seguin Public Library will lend, free of charge, special equipment (i.e., standard power adapters and charging cables for mobile devices, a Common Access Reader (CAC) and a LED Page Magnifier) for in-library use. Special equipment is available for check out on a first-come, first-served basis and cannot be reserved. Customers must agree to comply with the guidelines detailed below. Failure to do so may result in loss of special equipment borrowing privileges.

### GUIDELINES

- I. Customers must be 16 years of age or older to check out special equipment.
- II. A current photo ID is required to check out special equipment. The photo ID will remain at the service desk until the borrowed equipment is returned. Staff will return the customer's photo ID after inspecting the returned equipment to ensure there are no missing parts or damage to the equipment.
- III. Customers may not check out multiple power adapters and/or charging cables at any given time.
- IV. Special equipment must be returned to the same service desk the equipment was borrowed from.
- V. Customer responsibilities:
  - a. It is the customer's responsibility to determine which charging accessory is compatible with their device(s).
  - b. It is the customer's responsibility to ensure the special equipment checked out is in good condition prior to use.
  - c. Special equipment must be returned and checked in by a staff member thirty (30) minutes prior to closing.

- d. Damage to or loss/theft of equipment while checked out is the sole responsibility of the customer. Customers are liable for the replacement cost of damaged and/or lost equipment.

VI. Lending is for in-library use only. The borrowed equipment cannot leave the premises.

#### **DISCLAIMER**

The library is not responsible for any damage to borrower's device(s) or loss of data while using the library's special equipment. The library cannot guarantee the availability of every type of power adapter and/or charging cable. The Director shall have final authority regarding the lending of special equipment.

#### **DENIAL OF USE**

Use of the special equipment may be denied by the Library Director based on past failures to comply with this policy or by causing damage to the equipment.

- I. The following violations may result in suspension of the borrower's special equipment loan privileges:
  - a. Returning special equipment through library book returns.
  - b. Leaving equipment unattended or abandoned in or outside of the library.
  - c. Failing to report problems with, damage to, or the loss/theft of borrowed equipment to library staff immediately.
  - d. Violating the equipment loan agreement.

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7/12/2021