



# Special Collections Loan Policy

## **Policy Statement**

To make sure the Cohoes Public Library's resources are safeguarded to be available to all library users at all times. When any library user violates the principle of sharing resources by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Because Special Collection items are in high demand, additional borrowing policies apply.

## **Special Collections**

A Chromebook is a laptop or tablet running the Linux-based Chrome Operating System (OS). Initially designed to rely on web applications for tasks using the Google Chrome browser, many are limited to the types of programs which can be utilized by the unit, including the Microsoft Suite. Otherwise, it operates exactly like a laptop for checking emails, virtual calls, working in the Google Suite, etc.

A Wi-Fi Hotspot is a device that uses a cellular network to connect to the internet and shares that connection via Wi-Fi. It allows users to connect a phone, laptop, or another device to the hotspot to access the internet.

## **Special Collections Borrowing Policy**

### *Eligibility:*

- Individual reserving a Special Collection must be an UHLS library cardholder, with a valid library card in good standing.
- For Chromebook borrowers, individual must not have removed or misused the unit at any time during the borrowing period. Nor must they walk away and leave the unit unattended at any time.
- For Wi-Fi Hotspots borrowers, individual must not have brought back unit late by two (2) weeks in the past six (6) months.

*Availability:*

- Chromebook and Wi-Fi Hotspots are available on a first-come, first-served basis.
- No holds permitted.

*Loan Period:*

- Chromebooks can be checked out at the library for up to two hours. Time may be extended at the discretion of the library director, or their designee, if no one else is waiting in line to use them.
- Chromebooks are limited to remaining within a designated area.
- Hotspots are checked out for a one-week period. Only one (1) hotspot at a time per family is permitted. After a two-week period has passed, patrons may check out another hotspot.

*Returns:*

- Chromebooks must be returned to a library staff member and not simply left at the circulation or reference desk.
- Hotspots must be returned to the Cohoes Public Library at the circulation desk only. Hotspots may NOT be returned in the Book Drop.

*Late Fines:*

- Chromebook – There are no late fines as the units will remain on library property.
- Chromebook – If left unattended, user may not be able to borrow another Chromebook for one (1) month. If negligence occurs a second time the patron will not be permitted to borrow the Chromebook for three (3) months. And, if negligence occurs a third time, patron will not be able to borrow the Chromebook for six (6) months.
- Chromebook – Should the unit be lost, stolen, or damaged during the borrowing period, the patron will be charged a \$300.00 replacement fee and will not be permitted to borrow a Chromebook from the Cohoes Public Library for six (6) months.
- Wi-Fi Hotspot – There will be a \$5 per day charge if the hotspot is returned late, up to a maximum of \$35.
- Wi-Fi Hotspot – If, after 2 weeks, the hotspot is not returned, the hotspot will be considered lost and the patron will be charged an \$85 replacement fee, and the patron will not be permitted to borrow hotspots from the Cohoes Public Library for six (6) months.

*Lost or Damaged Special Collections:*

- Chromebook – The charge for a lost Chromebook is \$300.00.
- Wi-Fi Hotspot – The charge for a lost hotspot is \$85. The cost for an unreturned/damaged power cord AND/OR the outlet adapter is \$10.00.
- Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
- The charge for a damaged Chromebook or hotspot will be determined by the Library Director.

*Internet Use:*

The Cohoes Public Library is not responsible for information accessed using the Special Collection device or for personal information shared over the Internet. Chromebook and hotspot users are encouraged to use safe Internet practices. Using a Chromebook or hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of Special Collection borrowing privileges and potentially criminal prosecution. Per the library card registration agreement, parents/ guardians are responsible for any items, including Chromebooks and hotspots that minors check out.

Parents/guardians are responsible for the use of the Chromebook or hotspot by minors. Unlawful use of the internet or use that violates the Library's Internet Use Policy is prohibited and may result in the loss of privileges. By borrowing and initiating use of the Library's Chromebook or hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's Chromebook or hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

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