

Equipment Loan Policy

The Clive Public Library has purchased equipment as a public service for library patrons. Given the expense of some of these items, the library requires a library card for their use. To ensure that the equipment is available and functional for all cardholders, the Clive Public Library Board of Trustees has set forth the following guidelines for checkout:

The City of Clive, Iowa, and the Clive Public Library are held harmless by the borrower for any damage, injury or loss.

The library reserves the right to deny access if a patron violates any part of the equipment policy, or otherwise misuses the equipment, as determined by library staff.

When reserving the equipment, scheduled library programs have priority, followed by patrons who have made a reservation ahead of time.

Out of library use of equipment:

- Patron is responsible for any equipment borrowed from the Clive Public Library.
- The library reserves the right to refuse service to anyone who abuses equipment, the library will ban the patron from reserving a hotspot who has service terminated on a device more than twice. The term of banning will be for one year, if the same happens again the ban will be permanent.
- Neither the City of Clive nor the Clive Public Library are responsible for any computer viruses that may be transferred to, or from a user's disk or network account.
- If lost or stolen during the checkout period, the replacement cost will be charged to the patron.
- Full repair costs will be charged to the patron, if damaged, including but not limited to, those caused by food or drink.
- Equipment CANNOT be returned in the book drop. Until equipment is returned INSIDE the library and checked in, it is the patron's responsibility. A charge (\$5) will be placed on a patron's account for this type of return.
- If the hotspot is not returned by the due date the library will deactivate the unit remotely after one day and seek to recover it. Patrons with overdue hotspots may be referred to the collections agency under Iowa Code 714.5.
- Overdue fees are accrued at a rate of \$2.00 per day, per item after the due date.
- Only one hotspot per household may be checked out at any given time.

In library use of equipment:

- Some equipment will need to stay in the library and can only be checked out for one two-hour increment, with the option of a renewal if there are no reserves.
- Some equipment will also need to be used in the study/community rooms due to potential noise issues.
- Equipment will need to be returned to the circulation desk at least 15 minutes before the library closes.
- Patrons are never to leave equipment unattended while it is checked out to them.

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