

BRADLEY PUBLIC LIBRARY DISTRICT  
PUBLIC USE OF THE LIBRARY POLICY

**SECTION 3: CIRCULATION OF MATERIALS**  
**Part 4: Equipment Loan Policy**

The Bradley Public Library has available certain equipment that may be checked out by library users subject to the guidelines below:

General Guidelines:

Eligibility:

- Registered Bradley Public Library cardholders in good standing (no lost or overdue materials and no library fines in excess of \$10.00).
- Borrower must be 18 years of age or older.
- Borrower must have a signed equipment loan agreement on file.

Returns, Replacement charges, and Liability:

- The Bradley Public Library District is not responsible for liability, damage, or expense resulting from the use or misuse of equipment or accessories.
- Checkout periods are 2 weeks and overdue fines are \$1.00 per day unless otherwise noted below under specific equipment guidelines.
- Borrowers are prohibited from using Library equipment in any way that violates federal, state, or municipal laws.
- Borrowers are responsible for the replacement cost if the equipment or any accessories are lost, stolen, damaged, or otherwise not returned.
- Equipment must be returned in person at the Bradley Public Library Circulation Desk. Equipment is not to be returned in any library book drop or at any other library. Equipment returned in the book drop will incur a \$5.00 fee or replacement costs if damaged in the book drop.
- Failure to comply with these policies will result in loss of equipment borrowing privileges.

Specific Equipment Guidelines:

A. Mobile Hotspots

1. Hotspots are available to Bradley Public Library District cardholders only.
2. Hotspots checkouts are limited to one per household.
3. Holds may be placed through PrairieCat but no specific dates are guaranteed.
4. Checkout period is 2 weeks with no renewals.
5. Overdue fines are \$1.00 per day.
6. After a hotspot is 3 days overdue, it will be deactivated and replacement fees will be billed to the borrower. If the hotspot is returned undamaged before a replacement has been ordered, the replacement fees will be replaced with the maximum fine and a 3 month hotspot checkout restriction will be placed on the

borrower's account. Multiple late returns will result in loss of hotspot borrowing privileges.

7. Service is subject to signal strength in the area in which the hotspot is used.

8. Hotspots are not filtered. Bradley Public Library District does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

## B. Laptops and Chromebooks

1. Laptop and Chromebook kits that include hotspots are available to Bradley Public Library District cardholders only.

2. Both a photo ID and a Bradley Public Library card must be presented at checkout.

3. Laptop and Chromebook kit checkouts are limited to one per household.

4. Holds may be placed through PrairieCat but no specific dates are guaranteed.

5. Checkout period is 2 weeks with no renewals.

6. Overdue fines are \$2.00 per day with a \$50.00 maximum fine.

7. After a kit is 3 days overdue, hotspots will be deactivated and replacement fees will be billed to the borrower. If the kit is returned undamaged before a replacement has been ordered, the replacement fees will be replaced with the maximum fine and a 3 month equipment checkout restriction will be placed on the borrower's account. Multiple late returns will result in loss of equipment borrowing privileges.

8. Service is subject to signal strength in the area in which the hotspot is used.

9. Bradley Public Library District does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

10. Laptops contain software that erases all changes and saved documents at each shutdown.

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