

# MAXWELL MEMORIAL LIBRARY

14 Genesee Street, Camillus, NY 13031 Phone: (315) 672-3661

Web: [www.maxwellmemoriallibrary.org](http://www.maxwellmemoriallibrary.org) E-mail: [maxmemlib@yahoo.com](mailto:maxmemlib@yahoo.com)

## Maxwell Memorial Library Technology Use Policies and Agreement

*Maxwell Library owns several ereaders and computer tablets which may be checked out for home use. The following policies and guidelines apply:*

Devices may be borrowed by patrons who fulfill all the following requirements:

- Registered cardholder at Maxwell Library, or a consistent Maxwell patron
- Have own card (not a family member's or friend's). Card must be presented.
- Have an account in good standing (under \$5 in fines and no other blocks on account)
- Read and sign a Maxwell Technology Borrowing Agreement for each checkout

Borrowers must be age 18 or older and comply with these age requirements:

- Ages 18 and older must present their library card AND a photo ID
- Patrons under 18 must present their library card AND be accompanied by a parent, who must present his/her library card and photo ID.

At checkout, patron and staff will check over the equipment to make sure it works and is in the condition in which it should be returned. Patron and staff will complete the *Check out* column of the Technology Borrowing Agreement together.

Patron must return the equipment in person to the Maxwell circulation desk (not the book drop, and not to another library) in the condition in which it was checked out. Please allow enough time for the clerk to check that all components are returned and that the device operates properly. Patron and staff will complete the *Check in* column of the Technology Borrowing Agreement together.

If a device or any of its components (case, bag, USB cord, power cord, electrical adapter, charger, instruction booklet) is missing or damaged, the patron will be charged for the cost of replacement and will be unable to use library services until the payment is received in full.

Patrons may call to reserve a device one day in advance, and must allow enough time to complete the borrowing agreement before the library closes for the day.