



## Material & Equipment Use Policy

### Types of Equipment

#### 1. Circulating Equipment

All Oregon Public Library District circulating items are able to be checked out for a period of 14 days. Patrons may place holds for circulating equipment through the online catalog. Return of all equipment must occur during library business hours in person; equipment may not be returned in the drop box or at another library for delivery. Equipment will be assessed at time of return for damages or missing pieces. Any problems with equipment during checkout should be immediately reported to the library.

##### a. Mobile Hotspots

- i. Mobile Hotspots may only be borrowed by Oregon Public Library District cardholders, and are not available to cardholders from other libraries.
- ii. Library patrons may only check out one hotspot at a time, and are limited to one hotspot per family.
- iii. Hotspots may be renewed as long as there are no holds on the device.
- iv. There will be a \$25.00 fee charged for any Hotspots returned in the library drop box.
- v. If any part of the Hotspot kit is lost, damaged, or not returned, the library patron must pay the complete replacement cost of the item lost.
- vi. Hotspots that are more than two days overdue will be remotely shut off. Should this occur, the patron account will lose Hotspot privileges for 30 days.

##### b. Library of Things Items

- i. Library of Things items are available for checkout only at the Oregon Public Library District by any patron in good standing, and must be returned in person. Items are able to be checked out for two weeks.
- ii. Because some items are not intended for use by children, the library will limit checkout of such items to adult cardholders only.
- iii. Renewals will be allowed as long as there are no active holds on the items.
- iv. Library of Things items will be assessed upon return to determine condition, missing pieces, or damages. If the item is damaged or missing pieces, the borrowing patron will be responsible for replacement or repair costs.

#### 2. Non-Circulating Equipment

- a. The library owns equipment that may be used by patrons during designated programs or one-on-one appointment times with staff. Equipment held by the library includes:
  - i. 3D Pens
  - ii. Button Maker

- iii. Cricut Machine
  - iv. Laminator
  - v. Oculus VR Headset
- b. Use of non-circulating equipment by patrons will be supervised by a qualified staff member. Patrons must schedule a time in advance with a qualified staff member to come in and use the equipment. The library reserves the right to deny unscheduled appointments due to space constraints, programs, and staff time.
  - c. Patrons may be charged the amount of supplies used for projects that are not part of regularly scheduled library programs.

**Approved by the OPLD Board of Trustees: July 20<sup>th</sup>, 2023**