

**IN-HOUSE PORTABLE ELECTRONIC DEVICES LOAN POLICY
ULYSSES PHILOMATHIC LIBRARY**

Our library offers a variety of portable electronic devices for patron use during visits to our facility. To help expedite circulation of these items, and to address several issues unique to this type of “in-house” loan, we have developed the following policy.

For the purpose of this policy “portable electronic devices” applies to such items as laptop and other portable computers, and other audio visual equipment (phonograph, digital camera, video camera, monitor/DVD player, VHS player, and our Wii kit).

Patron’s library card must reflect their “good-standing” in order to be eligible for use of in-house electronic equipment.

This equipment is to be used in-house only, and in designated areas when specified.

UPL internet use policy and internet use rules apply to all internet-capable devices.
Patrons may not download/upload/install programs onto any of our electronic devices.

One may request use of equipment via the sign-up sheet at the front circulation desk.
Equipment is circulated on a first-come-first-served basis. Patrons may borrow only one (1) portable electronic device at a time. There is a thirty (30) minute time limit. If no other patron has requested use of the item the patron may extend his or her time until another patron requests the use of the item.

UPL expects that the loaned equipment will be handled properly. While we acknowledge that there will be some normal wear and tear on equipment during its use, and that accidents happen, if damage or loss occurs due to theft, gross negligence or abuse, patrons may be held financially responsible for repair or replacement of the equipment.

*First approved by Board of Trustees 11/16/10
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