



Upper Dublin Public Library

Circulating Tech Policy

*Connecting people and ideas to educate, inspire and strengthen the Upper Dublin community. **UDPL—We're About You!***

The Upper Dublin Public Library (UDPL) loans a variety of Circulating Tech. Circulating Tech is an extension of the UDPL STEAM Lab, enabling borrowers to experiment at home or on the road. The Circulating Tech Policy is meant to be inclusive of all current and future Circulating Tech loaned by the Library (Devices, such as laptops and iPads, for in-library use are governed by the Device Use Policy and Agreement).

Borrowing Eligibility and Requirements

Circulating Tech may be checked out to persons 18 years or older with a valid library account. Parent/guardians may check out devices for supervised use by children under 18. One tool will be loaned per card per checkout. Circulating Tech will be checked out for one week and may be renewed if no one is waiting. Circulating Tech must be returned to the UDPL, and to avoid damage, it is recommended that items be returned to a staff member rather than in a book return. Failure to return the device on time will result in fines assessed at \$5/day. Eligible borrowers must have library accounts in good standing.

Borrower's Responsibility

The borrower is responsible for preventing damage to or theft of the Library's Circulating Tech. Notify staff immediately of any problem with a Circulating Tech tool. A borrower may be held responsible for the cost of a damaged or lost item or items, and charges may incur based on replacement value not to exceed \$500. The Library reserves the right to assess other charges for damage as necessary.

See additional instructions for use provided with each Circulating Tech.

Approved by the Upper Dublin Public Library Board of Directors 01/17/2018