

## Library Policies of the Mercer Public Library

### XIII. Equipment Use Policy

The library provides access to equipment such as a copy machine, fax machine, laminator, paper cutters, and other small equipment as a convenience for Mercer Library patrons and the community. These items are generally for in-library use only, and the library is not responsible for ensuring the availability and reliability of this equipment. Library staff may be available to assist patrons if time permits.

Such equipment is provided as a courtesy to the library's users, and users may be charged a nominal fee for their use. Library staff will not be responsible for unclaimed documents. Users are advised that there are restrictions on copyrighted materials, and any violation of copyright is the responsibility of the user.

The library may also circulate three-dimensional objects as part of its lending collection. Objects may be chosen for circulation based on their educational and useful value to library patrons and members of the community, following procedures in the **VIII. Materials Selection/Collection Development Policy**. Such objects may include, but not be limited to: telescopes, digital cameras and videorecorders, projectors, tools, canning and cooking equipment, children's kits, and more.

Borrowers are solely responsible for objects checked out on their library card and will be billed for reasonable repair or replacement costs associated with damage or loss of objects. Patrons wishing to borrow objects must have a library card in good standing and must borrow and return objects to the Mercer Public Library in person during normal library hours. Objects may not be returned to other area libraries or placed in the library's book drop.

## Library Policies of the Mercer Public Library

### *I. Loan of Nook eReader*

This Nook is owned by the Mercer Public Library. The library circulates this electronic resource for 14 days, and there will be a \$2 per day charge for late returns.

The Nook is available only to patrons of the Mercer Public Library, and must be returned inside the library to staff at the front desk. The Nook may **not** be returned in any book drop or at any other library in the Merlin Library Consortium.

I agree not to make any changes to the settings of the Nook other than those necessary for my use of the equipment such as screen brightness and text size. **I will not download or install any digital materials** to the library's Nook from my home computer or from the Nook's built-in WiFi.

I also agree to take full responsibility for the cost or repair of the Nook in the event it is lost, stolen, or damaged. **The replacement cost for the Nook is \$250** and includes the Nook, cover, power cord, and a processing fee.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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### *J. Loan of Digital Projector*

This digital projector is owned by the Mercer Public Library. The library circulates this electronic resource only to Mercer Community organizations and at the discretion of the library Director. The digital projector must be returned inside the library to staff at the front desk. It may **not** be returned in any book drop or at any other library.

I understand that the library will not take responsibility for damage to my computer through use of this projector. I agree to take full responsibility for the cost or repair of the digital projector in the event it is lost, stolen, or damaged. **The replacement cost for the projector is \$750** and includes the projector, carrying case, power cord, audio/visual cords, and a processing fee.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_