



MOBILE STREAMING DEVICE POLICY

POLICY STATEMENT:

In order to provide access to online resources and enhance its existing collection in size and depth, the Rock Island Public Library offers mobile streaming devices as part of its circulating collection.

PROCEDURES:

- Streaming devices are shelved behind the public service desk.
- Patrons ask to check out a streaming device from the Circulation staff.
- Staff will verify that the patron does not already have a mobile streaming device checked out.
- Staff will fill out the mobile streaming device paperwork, initial, then have the patron read through the rules and sign the paperwork.
- Paperwork will be stored in the same place at the Circulation Desk where the mobile streaming device is stored, in place of the streaming device case.
- When the mobile streaming device is returned, staff will check that it is in full working condition and that all components are included. If so, the item will be checked in, charged (if needed,) and the paperwork will be shredded within 48 hours of return.
- Library staff will immediately disconnect service on the first day the streaming device is overdue.
- If streaming device is more than 30 days overdue, the Director of Circulation, or designee, will file a police report.

REGULATIONS:

Streaming devices:

- Are available for checkout to patrons 18 and older.
- Circulate for 7 days.
- Cannot be reserved or renewed.
- Can only be circulated to one individual/household at a time.
- Streaming devices must be returned to the Rock Island Public Library location and public service desk from which it was checked out, or a fee will be assessed for improper return.
- Item may not be returned in an outside or inside book drop, or placed on the desk.
- Patrons must wait 2 business days before checking out another streaming device.
- Borrowers may not add, download, delete or alter any titles, accounts, or content from the mobile streaming device.
- The library is not responsible for any costs incurred while borrowers use the equipment.

Disclaimers: The Library is not responsible for any loss of data that may occur due to Library users' hardware or software. The Library assumes no responsibility for any damage to Library users' personal devices or property. Tampering with Library equipment or attempting to access or modify the system is prohibited.

Daily late fees are \$5.00 per day.

There is up to a \$50 fee for damaged/lost streaming devices.

Full Streaming Device Kit replacement costs are included in the Circulation Policy Fee Appendix.

GUIDELINES:

Reactivation and/or replacement costs will be billed to patron of record.

Individuals returning a streaming device for another patron cannot immediately check it out at return.

Library staff will gladly answer questions regarding the streaming devices, but cannot hook up a streaming device on a patron's personal property/device.

The Library cannot be held liable for any damage incurred to personal devices when using a circulating Mobile Streaming Device.

CREATED: 5/12/2021

BOARD REVIEWED & APPROVED: 5/18/2021

REVISED & APPROVED: 9/19/2023



STREAMING DEVICE PATRON AGREEMENT FORM

DEVICE # _____ DATE DUE: _____ DATE RETURNED: _____

LIBRARY CARD NUMBER: _____ STREAMING DEVICE KIT BARCODE: _____

MOBILE STREAMING DEVICE RULES OF USE:

Streaming devices:

- Are available for checkout to patrons 18 and older.
- Circulate for 7 days.
- Cannot be reserved or renewed.
- Can only be circulated to one individual/household at a time.
- Must be returned to the Rock Island Public Library building and public service desk from which it was checked out.
- May not be returned in an outside or inside book drop, or left on the desk.
- A fee will be assessed if the Hotspot is returned in an outside or inside book drop; or left on a public service desk.

Patrons must wait 2 business days before checking out again.

Daily late fees are \$5.00 per day.

There is up to a \$50 fee for damaged/lost streaming devices.

Full Streaming Device Kit replacement costs are included in the Circulation Policy Fee Appendix.

I understand and agree to these rules of use. _____

initials

By signing this form you are stating that you are responsible for returning ALL items associated with the circulating Mobile Streaming Device. If items are not returned, you are responsible for payment of all items.

Name (please print) _____

Signature _____

Pieces inspected/check-out _____

staff initials

Pieces inspected/check-in _____

staff initials