

## Danbury Public Library Roku Lending Policy

The Danbury Public Library lends Roku boxes to Danbury Library card holders ages 18 and above with Library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and permanent Danbury residence for 90 days. Roku checkout is limited to one per household. The lending period is one week, and the boxes cannot be renewed or reserved. Rokus are available in the Technology Center on first-come, first-served basis from the time of opening until 1 hour before the library closes. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. **A Wi-Fi connection is required to use the Roku box.**

- A patron must present their library card and a government-issued photo identification to the LTC Help Desk. At the time of check-out, the patron shall complete this Loan Agreement. Once a Roku is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss or theft. No purchases should be made on the device during its checkout. Please do not log out of the library's subscription accounts while using the device.
- Patrons should have a basic working knowledge of the device on checkout. If any technical problems are encountered, patrons should return the device immediately to the LTC Desk.
- Devices must be returned to the LTC Help Desk at least one (1) hour before the library closes, and should never be returned in the book drop or to another library. Devices returned in the book drop will result in a \$10 fine.
- The Roku will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.
- A returned Roku must remain available in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- An overdue charge of \$10 per day up to the full replacement cost of \$100 will be charged for a Roku that is not returned. Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned.
- **If the borrower fails to pay the replacement cost for a lost iPad, they will be banned from the library. If devices are not returned in a timely manner, civil and criminal action will be taken.**
- **Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.**

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Danbury Public Library in good working condition and free from damage.

**Checkout:**

*Patron: Please fill out the following fields:*

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library card # \_\_\_\_\_ Email address: \_\_\_\_\_

**LTC Staff:** Please check off to indicate that all 7 pieces of equipment are present at time of check-out. Note device # and due date in upper right corner.

Roku box \_\_\_ Remote \_\_\_ HDMI cable \_\_\_ A/V cables \_\_\_ Power cord \_\_\_ Instruction manual \_\_\_ Bag \_\_\_ Patron ID copied \_\_\_\_\_

LTC Staff initial and date \_\_\_\_\_

**Check-in:**

**LTC Staff:** Please check off to indicate that all 7 pieces of equipment are present at time of check-in. Return to office for restoration.

Roku box \_\_\_ Remote \_\_\_ HDMI cable \_\_\_ A/V cables \_\_\_ Power cord \_\_\_ Instruction manual \_\_\_ Bag \_\_\_ LTC Staff initial and date \_\_\_\_\_