

Policy on Electronic Media

The mission of the Ruth L. Rockwood Memorial Library is to meet the needs of the residents of Livingston in all aspects of Library Service and to ensure every citizen's freedom to access all Library information resources.

In our effort to provide currently available technology to the Public, we will endeavor to offer new applications within the limits of our budget. It is also our purpose to allow customers to try out new technology.

The customer will be required to follow specific guidelines to borrow media hardware. Only Livingston cardholders 18 years or older may borrow the Library's electronic equipment.

A signed agreement by the customer regarding the borrowing of electronic media will be kept on file until the equipment is returned.

This agreement shall cover the following:

- Length of time equipment is allowed to be borrowed
- Late Charges for returns past the due date
- Replacement cost plus service fee to cover any loss or damages
- Returns accepted only to Ruth L Rockwood Memorial Library

A specific Department in the Library will be responsible for the lending, returning and checking equipment. In addition this department will develop procedures for downloading to make the equipment operational.

Approved by the Board of Trustees July 12, 2006