



# Upper Hunter Library Network

## Use of Digital Equipment Policy

**Assembled by  
Technical Services  
Librarian**

**Adopted by Upper Hunter  
Library Network  
26-09-2013**

## **POLICY OBJECTIVES**

The Upper Hunter Library Network's mission includes providing materials in both printed and electronic formats for residents of this Community. To help provide access to digital material the Library has a range of digital equipment.

This purpose of this policy is to establish the responsibilities of Library members in regard to the lending and use of the Library's digital equipment.

This policy is intended to apply to all members of the Upper Hunter Library Network. For the purpose of this Procedure: Aberdeen, Cassilis, Denman, Merriwa, Muswellbrook, Murrurundi and Scone are inclusive branches.

## **POLICY STATEMENT**

### **1.0 USE OF DIGITAL EQUIPMENT**

Digital equipment is available for loan to Library members with a valid library card.

The library may also make digital equipment available for the purpose of presentations, meetings training courses etc. when nominated individual accepts responsibility for the Library's digital equipment and pay relevant fees.

Digital files on the Library's digital equipment may not be added to, edited, or removed by the borrower. Any costs associated with the borrower adding, editing, or removing files will be the responsibility of the borrower.

### **2.0 RETURN OF DIGITAL EQUIPMENT**

Digital equipment must be returned to a staff member at the Circulation desk of the branch at which the equipment was borrowed. It may not be returned in the book chute. All contents of kits must be returned together.

### **3.0 INPROPER USE OF DIGITAL EQUIPMENT**

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. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

### **4.0 LATE RETURN OF DIGITAL EQUIPMENT**

Late return of loaned Digital Equipment will incur an overdue fine to be placed on the members card in accordance with the current UHLN Overdue Returns Policy.

### **6.0 LOST/DAMAGED ITEMS**

It is the responsibility of the borrower to show due care for the Library's digital equipment. If an item of digital equipment is lost, stolen or broken – whether in part or full – the associated costs for the replacement or repair of that item, or part, is the responsibility of the borrower. Replacement cost is calculated as the cost of the item as shown on the Library's LMS or the full replacement cost of a comparable item plus any associated cost as determined by Council's Fees and Charges.

This procedure will be available:

- 1) On the Upper Hunter Library Network website.
- 2) In staff procedures manuals.
- 3) As required by library members.

**Author;** Technical Services Librarian

**Date;** 26<sup>th</sup> September 2013

|                      | <i>Current</i> | <i>Previous</i> | <i>Prior</i> | <i>Prior</i> |
|----------------------|----------------|-----------------|--------------|--------------|
| <b>Minute No:</b>    | New Policy     |                 |              |              |
| <b>Meeting Date:</b> |                |                 |              |              |
| <b>Review Date:</b>  | September 2015 |                 |              |              |
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