



6.16.8 Webcam Borrowing Policy (Policy Accepted by Resolution LB2022-08, February 8, 2022)

What is needed to borrow a Webcam?

- A Webcam may be checked out by a Spanish Public Library card holder, is a permanent resident of Spanish, and be in good standing (no outstanding fines, fees or overdue items) with the library. Photo ID and Proof of current address (if not on photo ID) must be provided.
- The user must sign a **Webcam Borrower's Agreement Form**. Patrons must be 18 years of age to borrow.

Loan Period

- A Webcam can be checked out for **7** days
- Webcams must be handed directly to staff when returned. **DO NOT RETURN IN THE BOOK DROP** as this may result in damage and the borrower paying the full replacement cost of the device.
- A Webcam can be renewed if there are no holds or a waiting list for them.

Fines

- Overdue fine for a Webcam is **\$20.00** per day.
- If a Webcam is more than **5** days overdue, or is returned damaged, the patron will be charged the replacement cost, which will include the cost of the Webcam, remote (depending on unit) and all the cords included. The reason for this being that the library may not be able to replace the Webcam with the same type.
- If the cords and/or remotes are not returned, the appropriate replacement fees will be charged.

Security

- The Webcam may not be loaned to anyone else besides the borrower who signs the agreement.
- Please treat the Webcam with care, keeping it safe from liquids and from being dropped. Do not attempt to clean the Webcam with any chemicals or liquid.
- Tampering with the security features of the Webcam is prohibited and may result in suspension of borrowing privileges or payment for damages/replacement. Tampering includes, but is not limited to: hacking, cracking or modifications of any sort.