

**Emporia Public Library**  
**Technology-Enhanced Materials Circulation Policy**  
**Approved by the Library Board May 9, 2019**

**Purpose**

In fulfilling the Library's mission to provide access to information, educational and recreational services, materials and programs, Emporia Public Library lends technology-enhanced materials to Library patrons.

**Terms and Conditions**

When a patron borrows technology-enhanced materials, the patron's use of the items are available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies and other terms and conditions described below for which the user is responsible.

By borrowing and initiating use of technology-enhanced materials, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of technology-enhanced materials.

In order to borrow technology-enhanced materials, patrons must be eighteen years of age or older and have had an Emporia Public Library card in good standing for three months. Holds may be placed on technology-enhanced materials. At the time of checkout, the borrowing patron must present their library card and a government issued photo ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in technology-enhanced materials. The patron must sign the Library's technology-enhanced materials lending agreement before technology-enhanced materials can be checked out. Only one technology-enhanced material may be borrowed on a patron's account at any one time. The loan period for technology-enhanced materials is dependent on the type of material and is listed on the lending agreement.

Technology-enhanced materials' overdue fines will accrue at one dollar per day up to the maximum replacement cost. Patrons are not permitted to return technology-enhanced materials to the Library's book drop. Rather, technology-enhanced materials must be returned directly to a Library staff member at the Circulation Desk who will verify that all components of the technology-enhanced materials are accounted for before checking it in from the borrowing patron's account. Technology-enhanced materials will not be considered returned until all components of technology-enhanced materials are returned. The borrowing patron will be responsible for loss or damage. Patrons must be mindful of current replacement costs before borrowing, as they will be responsible for paying the replacement costs of items if they are damaged or lost.