

Thomas Crane Public Library

Mobile Device Charging Station Policy

Policy Statement

In support of its mission to connect people to the online world, the Thomas Crane Public Library provides free public charging stations for small mobile devices.

Regulations

Charging Station Use

1. Any library visitor may use a charging station; no library card is required.
2. Devices must be set to silent before being put into a charging station locker compartment.
3. Users are responsible for creating and remembering their locker PIN code.
4. Lockers are available for use during regular opening hours. Items in lockers must be collected at least 15 minutes before the Library closes.
5. The Library does not provide additional charging cables other than what is provided within each charging locker. Users may not install other or additional cables.
6. Devices must be removed from lockers when fully charged.
7. Charging lockers are for the use of electronic devices only. No items other than chargeable electronic devices are allowed in the lockers.

Forgotten PIN Codes

8. Users who forget their PIN code must complete a Mobile Devices Charging Station Problem form and present valid identification. This information will be recorded and retained by the Library.
9. Valid identification must show the user's name, photo, and current residential street address. A post office box is not an acceptable form of address. A photo ID with the current residential street address is acceptable by itself, or a photo ID and additional identification showing current street address is acceptable. Forms of valid identification include, but are not limited to:
 - Driver's license
 - State or federal ID
 - School ID
 - Passport
 - Green card
 - Military ID
 - Checkbook with printed address
 - Delivered personal mail or bill
 - School schedule
 - Postcard mailed to patron by library

10. Library staff will make every effort to unlock and retrieve items. Same day service cannot be guaranteed. Users, or their authorized representatives, must be physically present to retrieve devices.

Abandoned Devices

11. Devices still in the charging station when the Library closes will be removed by Library staff and held for two Library business days. Uncollected devices may be disposed of after that time.
12. To collect an abandoned device within two Library business days of its removal from the charging station, users must complete a Mobile Devices Charging Station Problem form and present valid identification (see above). This information will be recorded and retained by the Library.
13. Users, or their authorized representatives, must be physically present to retrieve abandoned devices.

Building Emergencies

14. In the event of a building evacuation, users must immediately evacuate the building and retrieve their devices only after the Library has reopened to the public. Same day retrieval cannot be guaranteed.
15. In the event of a power outage, electronic devices in the charging stations may be collected when power has been restored. Same day retrieval cannot be guaranteed.

Liability & Responsibility

16. The Library will have no liability for direct, indirect or consequential damages related to the use of its charging stations, including loss or damage to users' own devices. Those who use the Library's charging stations do so at their own risk and assume full liability for their actions.
17. Library staff are authorized to remove any user's device from a charging locker or take other disciplinary action including expulsion or trespass from library property if a user fails to comply with this or any other Library policy.
18. Illegal acts involving Library equipment or services may also be subject to prosecution by local, state or federal authorities.
19. A revocation of privileges may be reviewed upon written request to the Library Director.

Adopted by Vote of the Library Board of Trustees, May 8, 2017