

## Dewitt Community Library “Discovery to Go” Collection Policy



Our new Discovery to Go collection consists of kid-friendly science, math, and engineering kits and tools. Many of these items cost more to replace than other items in our collection. For that reason, we ask that you read this policy before borrowing a Discovery to Go item. *Discovery to Go* books and media follow our regular patron lending policies.

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### Where are the *Discovery to Go* items located?

For security reasons, DTG items are kept in a locked area of the library and are only accessible by Reference Desk staff. Information about the collection can be found on our online catalog, our website and in the Children’s Room. If you have a particular item you are interested in checking out, ask at the Reference Desk.

### Rules for Checking Out and Returning *Discovery to Go* items

- Patrons must be at least 18 years of age to check out *Discovery to Go* items (other than books and media) and have a valid OCPL Library Card or OnPass card in good standing. Children may not check out *Discovery to Go* items (other than books and media), even with an adult’s card.
- For **books, media, kits and equipment**, the regular loan period is three weeks, with renewals allowed. Holds may also be placed for items if they are not immediately available.
- For the **iPad Air** devices, the regular loan period is 3 weeks, with NO renewals. Holds are not permitted on the iPad Air devices. Borrowers may NOT download files, install software, or change settings on the iPad without permission from the Assistant Director for Technology & Digital Services or their designee. If you set a passcode, download files, install software, change settings, or do anything else to change the way the iPad functions, you will be responsible for the full cost of the iPad kit.
- For the **WeDo Laptop**, the regular loan period is 1 week, with NO renewals. Holds are permitted on the WeDo Laptop when it is requested as part of the WeDo circulating kit. Borrowers may NOT download files, install software, or change settings on the laptop without permission from the Assistant Director for Technology & Digital Services or their designee. If you download files, install software, change settings, or do anything else to change the way the laptop functions, you will be responsible for the full cost of the laptop kit.
- For the **WeKnow Laptops**, the regular loan period is 2 hours, with NO renewals, and the laptops must stay in the Library. Holds are not permitted on these laptops except by library staff. Borrowers may NOT download files, install software, or change settings on the laptop without permission from the Assistant Director for Technology & Digital Services or their designee. If you download

files, install software, change settings, or do anything else to change the way the laptop functions, you will be responsible for the full cost of the laptop kit.

- For the **Google Cardboard: Knox NEXT VR Viewer**, the regular loan period is 1 week, with NO renewals. Holds may also be placed for this item if it is not immediately available. Borrowers understand that they may have to download software onto their own devices to use this item. A list of recommended apps is provided in the kit. The Library is not responsible for any loss or damage due to borrowers choosing to download software onto their own devices.
- **All DTG items must be returned to the Dewitt Community Library Reference Desk.** DTG items may **NOT** be picked up at or returned to another library or returned in a book drop. Failure to comply may result in suspension of *Discovery to Go* borrowing privileges.

### Replacement Costs

**Patrons agree to pay all replacement costs associated with damage, loss or theft of *Discovery to Go* items**, including any case, bag or other container. A staff member will conduct a physical check of the DTG item when it is returned and will note any missing or damaged components for items that are still usable.

DTG items are marked with a label noting the item's replacement charge. Replacement fees vary by item.

If you are unclear about the cost of an item, ask at the Reference Desk before checking it out.

### Overdue Fines

20 cents per day, except:

\$1.00 per day for the iPad Air, WeDo Laptop, and WeKnow Laptops

\$5.00 maximum overdue fine on any DTG item

**\*\*Please note: Many *Discovery to Go* items contain small or sharp pieces. Please monitor children closely when using these items.**