



AGENDA
LIBRARY BOARD
Thursday, January 15, 2026

Notice

NOTICE is hereby given that the Library Board of Directors of Summit County will meet in session on Thursday, January 15 at the anchor location of the Kimball Junction Branch, 1885 W. Ute Blvd., Park City, UT, and electronically via Zoom at 6:00 p.m.

To participate in the meeting, you may attend at the anchor location noted above or join the Zoom webinar: <https://us02web.zoom.us/j/85798484175?pwd=bLGBQfjQj3CD2VvPpj2U6aYgZ2KJmD.1>

OR

To listen by phone only: Dial: 1-346-248-7799, Meeting ID: 857 9848 4175, Password: 780902

1. Call to Order
6:00 p.m. – Call to Order
2. Approval of Minutes
[November 20, 2025](#)
3. Public Input
4. Director's Report
 1. Director's Report
[Director's Report January 2026.pdf](#)
5. Governance and Education Committee
 1. Fee Schedule and Policy Approval - Discussion and Vote
[2026 Library Fees Schedule.pdf](#)
[Updated Library Policies To Reflect Library Fees Schedule.pdf](#)
 2. Artificial Intelligence and Collection Development Policy - Discussion
6. Strategic Planning and Marketing Committee
7. Building and Facilities Committee
 1. Kimball Junction Branch Update
8. New Business
 1. Meeting Time Change - Discussion and Possible Vote
 2. Library Board Chair & Vice Chair Election - Discussion and Vote

3. Next Meeting Date & Location - Thursday, March 19 - Kamas Valley Branch

9. Miscellaneous/Open Floor

10. Adjournment

Meeting Information

Members of the Library Board of Directors, presenters, and members of public, may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the Kimball Junction Branch, 1885 W. Ute Blvd., Park City, UT.

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Tori Gallup at (435) 615-3907.

Summit County Library Director's Report – January 12, 2026 – Submitted by Dan Compton

I have indicated Goals/Objectives from the Library's Strategic Plan in this report. For example, (1.1) means Goal 1, Objective 1.

Goal 1 – Continue to expand the user experience for our library patrons.

(1.1) Locker Statistics (items checked out)

<u>Henefer</u>	<u>Kimball Junction</u>	<u>Kamas</u>
November: 104	November: 69	November: 34
December: 110	December: 81	December: 57
2025 Average: 124	2025 Average: 100	2025 Average: 38
2024 Average: 139	2024 Average: 86	2024 Average: 20

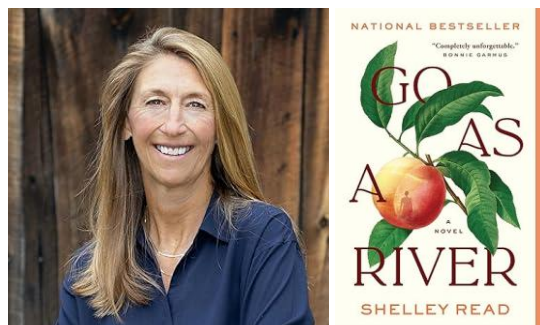
(1.1) Open+ Statistics – November: 4, December: 12

(1.1) We were awarded an LSTA grant for \$5,000 to add Yoto players and cards to our collection. Yoto players are screen-free devices geared towards children and families for audiobook listening. We have received our 24 players and initial order of cards. I'm happy to report that all the cards we ordered can be downloaded on all the players with some storage to spare (including all 7 Harry Potter books!). As long as someone has one of the cards we purchased, they'll be able to play a title and will not need to be connected to the library's Wi-Fi. I'm currently working on prepping everything for circulation and working with Angela to get everything cataloged. My goal is to go live by the end of January.

(1.2) Bring Your Child to the Library Day is on Saturday, February 7. We have registered and are planning some fun activities for the day. Check our website for more details as the date gets closer.

(1.2) The "Lost Gems of Sundance" film series has been going well at the Kimball Junction Branch. Here is the [latest article](#) in the Park Record about the *Son of Rambow* screening.

(1.2) We have selected the book for our 2026 One Book One Community program, but we won't officially announce and start the program until May. The book is the historical fiction novel *Go As a River* by Shelley Read. The author will visit us on Thursday, July 30 in the Jim Santy auditorium. Rachel did great work on the committee and led the negotiations with the author's agency. We are partnering with the Park City Library and both Friends of the Library groups. We are still working on supporting events for the program, but it's really nice to have the main event lined up.



(1.2) The Kamas Branch held their Jane Austen Tea Party to celebrate her 250th birthday on Saturday, December 13. Here are a couple of photos from the event.



(1.3) Zeus has developed a form to hand out to patrons and community members who speak Spanish with the intention of gathering feedback to learn what types of programs they would like to see at the library. Zeus took the initiative on this project and I'm excited to see what we can learn from it.

Goal 2 – Serve as a welcoming and inclusive gathering space for all.

(2.1) Zwick Construction was selected as the contractor to do the renovations to the Skullcandy building. I heard in a meeting this morning that they have started work on the project and everything I am hearing points to us being able to move into the new space during the late summer. The County is seeking public input on the name for the building and you can [vote here](#). The choices are CIRC (County Information & Resource Center), The Hub (Junction Services Hub), and PEAK (Public Engagement at Kimball) Center. Shaylee, Kirsten, Tiana, and I met with Spacesaver and GSBS to work on the shelving map for the new space and we will be getting back to them with our recommendations later this week. It's exciting to see this coming together!

(2.3) The County Council met on December 10 and approved the changes to our fee schedule policy. Our non-resident (unlimited) card fee has officially increased from \$25 to \$60 annually.

Goal 3 – Nurture a culture where all staff feel empowered and valued.

(3.1) We have recently had two of our part-time clerks resign at the Kimball Junction Branch. Sue Fassett's last day was on December 19 and Michelle Lemire's last day will be on January 27. We advertised for Sue's vacancy and received seventy-five applications. We have been able to hire two new employees from this group of seventy-five and they will both start with us on Tuesday, January 13. Their names are Michaela Smith and Annabelle Liechty. We are very sad to see Sue and Michelle go, but we are excited for them in their new ventures. Michaela was the manager at Dolly's Bookstore for 13 years. I have collaborated with her on various author programs over the years and she was always great to partner with on One Book One Community. Annabelle is currently finishing her English degree and is so excited to join the team.

(3.1) We held our Library holiday party at the Kimball Junction Branch on Friday, December 12. We had a lot of fun and enjoyed visiting with everyone.



General Information

I met with the Governance and Education Committee on January 9 to discuss AI and publishing and the possibility of updating our Collection Development policy to contain a statement regarding AI. The committee will continue to work on this and will report back to the board.



Library Fees Schedule — 2026

CARD FEES

Type	Amount
Non-Resident Unlimited Card	\$60.00
Replacement Card	\$1.00

REPLACEMENT OF MATERIALS

Item Type	Amount
Adult Hardback Books	\$25.00
Adult Paperback Books	\$15.00
Young Adult Hardback Books	\$15.00
Young Adult Paperback Books	\$10.00
Juvenile Fiction Hardback Books	\$15.00
Juvenile Fiction Paperback Books	\$5.00
Juvenile Non-Fiction Books	\$20.00
Picture Books Hardback	\$15.00
Picture Books Paperback	\$5.00
Easy Reader Hardback Books	\$10.00
Easy Reader Paperback Books	\$5.00
All DVDs except TV series	\$15.00
TV series DVDs	\$35.00
CD sets from Blackstone Audio	\$50.00
All other CD sets	\$30.00
Interlibrary Loan	Set by the owning library

FEES

Collection Fees	Amount
Returned checks after 30 days	\$20.00
Damaged Items or Lost Parts	
RFID Tag	\$2.00
Barcode	\$1.00
Spine Label	\$1.00
DVD Artwork	\$2.00
DVD Case	\$2.00
Missing DVD	Price of Item
CD Container	\$5.00
Missing CD	Price of Item
Magazine Holder / Hanging Bag	\$1.00
Pull-out Map	\$5.00
Printing and Copies	
8.5" x 11" Black & White	10¢ per page
8.5" x 11" Full Color	50¢ per page

Create Space Materials	
3D Printing Materials Charge	5¢ per gram, minimum charge of \$1.00
3D Printing Time Charge	1 st hour free, \$0.50 per additional hour
LIBRARY OF THINGS	
Damage Items or Lost Parts	Amount
Missing Part — Replaceable	Price of Component
Missing Part — Irreparable	Price of Item
Wi-Fi Hotspot	\$80.00
Replacement Case	\$15.00
Streaming Device	\$50.00
Remote	\$20.00
USB Power Cable with long-range Wi-Fi receiver	\$20.00
Power Adapter	\$10.00
HDMI Extension Cable	\$5.00
Replacement Case	\$15.00
Electric Vehicle Charging Adapters	
EVCA Fast Charger	\$170.00
EVCA Standard Charger	\$50.00
Replacement Case	\$25.00
Energy Detective Kit	
Flir Thermal Camera	\$290.00
Watt meter	\$15.00
Smart Plug	\$12.00
Refrigerator Thermometer	\$4.00
Replacement case	\$17.00
Induction Cooktop	\$85.00
Magnets	\$1.00
Blood Pressure Monitor Kit	\$30.00
Extra-Large cuff	\$15.00
Protective case	\$5.00

Collection Development Policy

Adopted: January 19, 2012

Revised: January 15, 2026

Policy Statement:

This Collection Development Policy is guided by the Summit County Library's Mission and Core Values. In particular, the Summit County Library is committed to advancing the knowledge of Library patrons through trust by ensuring their privacy, modeling use of credible sources, protecting Intellectual Freedom (the freedom for all Library users to seek out and obtain information from all points of view), and maximizing Library resources and collections. The Summit County Library is diverse, inclusive and accessible to all, creating a safe, comfortable gathering place for creating, exploring, collaborating, relaxing, and allowing lifelong learning.

1. Responsibility for Selection

1.1 Final authority for the determination and approval of the Collection Development Policy rests with the Summit County Library Board.

1.2 The Library Director holds authority to interpret and apply the policy. The Director holds the authority to select staff members who will be selecting and acquiring library materials.

1.3 The following staff members are currently part of the Materials Selection Committee, and all or some may select and acquire library materials. This list may change from time to time.

- Library Director
- Branch Managers
- Youth Services Librarian
- Technical Services Librarian
- Outreach Services Librarian
- Teen Services Librarian

2. Process of Selection

2.1 Selection Criteria

- Author credibility
- Pertinence of subject matter to library collection
- Timeliness or permanence of material
- Cost
- Shelf space

- Reviews in reputable media
- Format
- Suggestions from library patrons

3. Replacement of Materials

3.1 Refer to the *Library Fees Schedule* for specific replacement costs when an item is lost or damaged beyond repair or further use.

3.2 Patrons may replace a lost or damaged item through outside sources, provided the item is the same format and in like new condition.

3.3 Library staff reserves the right to adjust pricing when appropriate.

4. Collection Maintenance

4.1 Materials that are no longer deemed useful or in acceptable condition will be removed from the collection. This determination will be made based on current, accepted library practices.

4.2 An effort will be made to replace essential materials that are lost or damaged.

4.3 Periodicals will not be bound and may or may not be kept for several years.

4.4 Each branch will maintain an inventory schedule.

5. Gifts

5.1 All gifts become property of the Summit County Library and cannot be returned to the donor for any reason. The Library Director will make the final decision regarding gifts.

5.2 The Library reserves the right to refuse any gift without notice to the donor.

5.3 The following items will not be accepted:

- Textbooks
- Magazines
- Reader's Digest Condensed Books
- Encyclopedia sets
- Worn and tattered books
- Cassette tapes and VHS tapes
- Pamphlets

5.4 All material donations not used by the library will, at the Library's discretion, become the property of the Summit County Friends of the Library or be disposed of.

6. Objections to Materials

6.1 The Summit County Library believes that reading, listening to, and viewing library materials are individual, private matters. No individual or group has the right to restrict the freedom of others to read, view, or listen to materials accessible through the Library. Materials are not automatically removed from the Library due to individual or group objections, but are subject to the process set forth below.

6.2 The responsibility for the engagement, reading, listening, and viewing choices of minors rests with parents and legal guardians. Adults are encouraged to be involved in their children's use of the library and to guide their involvement with library resources based on their personal values. The Summit County Library is not responsible for monitoring or supervising the use of library resources by minors.

6.3 The Summit County Library and its Board of Directors endorse the provisions in the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Statement on Labeling: An Interpretation of the Library Bill of Rights, and Free Access to Libraries for Minors, each of which is available on the American Library Association's website at www.ala.org.

6.4 Summit County resident cardholders in good standing (active, no account blocks/suspensions) may choose to fill out a "Statement of Concern about Library Resources" form. This form can be found in the policy handbook following this page.

6.5 When a form is submitted to the Library Director, the following actions will be taken:

- An acknowledgement of receipt will be made to the patron within one week.
- Library staff will review in due course. After review, the Library Director will present the form to the Library Board at their next scheduled Board Meeting.
- The patron will be notified when the Library Board will meet to discuss their concern and will be given adequate time as determined by the Board Chair to make public comment during the meeting if desired.
- The Library Director and Library Board will discuss the concerns.
- Additional staff members may be invited to provide input.
- The Library Board will make the final decision on how to proceed during that Board Meeting, or may adjourn the decision should it need additional information.
- The Library Director or Library Board Chair will respond to the patron in writing about the final decision within three weeks after Board decision.
- The decision of the Board is final with no right to appeal.

Library Board of Trustees Statement of Concern about Library Resources

Any Summit County resident cardholder in good standing (active, no account blocks/suspensions) may complete and submit this form explaining their objection to the resource in question. Please use a separate form for each resource. Please return the completed form to:

**Library Director
Summit County Library
1885 W Ute Blvd
Park City, UT 84098**

You will receive an acknowledgement of receipt within one week. The Library Director or Library Board Chair will also respond in writing about the final decision within three weeks after Board decision. Thank you for your willingness to share your concerns with us.

Date _____
Name _____
Address _____
City _____ State _____ Zip _____ Phone _____
Library Card Number _____
Email Address _____
Do you represent: Self _____ Organization _____

1. Resource on which you are commenting:

Title _____
Author/Producer _____

_____ Book	_____ Electronic Information
_____ Magazine/Newspaper	_____ Library Program
_____ Library Display	_____ Video/DVD
_____ Audio Recording	_____ Other

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. Please explain your concern as specifically as possible and the action you are requesting. (Use other side or additional pages if necessary.)
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?



3D Printing Policy

Adopted: September 20, 2018

Revised: January 15, 2026

Policy Statement:

The Summit County Library provides 3D printing services to foster innovation, digital literacy, and hands-on learning. This service aligns with our mission to offer equitable access to emerging technologies while prioritizing safety, intellectual property rights, and responsible use.

1. Guidelines

1.1 Summit County Library's (the Library) 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create, reproduce or manufacture material that is:

1.1.1 Prohibited by local, state, or federal law.

1.1.2 Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. This includes the creation, reproduction or manufacture of "dangerous weapons" as defined by 76-10-501 of the Utah Criminal Code.

1.1.3 Obscene, sexually explicit, or otherwise inappropriate for the Library environment.

1.1.4 In violation of another's intellectual property rights. That is, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

1.2 Only designated Library staff and volunteers will have hands-on access to the 3D printer and the software which controls the printing instructions.

1.3 After the print requests are submitted to the Library staff, the Library reserves the right to:

1.3.1 Review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and that it is capable of production. If a submitted request is considered by Library staff to be obscene, sexually explicit, or otherwise inappropriate for the Library environment, the request will go to the Library Director, and if necessary, the Summit County Attorney's office for consultation. If there is a problem with the design and/or production, the patron will be informed of the

problem(s) and the change(s) needed before the design can be printed. The Library cannot guarantee that a print job will be completed within a particular time frame.

1.3.2 Refuse any 3D print request.

1.3.3 Stop printing a request due to time or printer capabilities.

1.3.4 Set a limit as to the maximum amount of time a print job may take.

1.3.5 Charge users for print requests.

1.3.6 Limit the number of print requests. (If there is high demand, the Library will schedule only one print per week per person or entity.)

1.3.7 Give priority printing to Library programs and events.

1.4 Items printed from the Library's 3D printers that are not picked up within 30 days of being notified via email will become property of the Library.

2. Design Creation

2.1 The 3D printer can be used with basic knowledge of Computer-Aided Design (CAD). However, creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.

2.2 The Library permits access to any online design software on its computers. Each user is responsible for the access log-in and password and is responsible for the content and designs on those accounts.

2.3 Any 3D drafting software may be used to create a design as long as the file can be saved in .stl or .obj file format.

2.4 Digital designs also are available from various file-sharing databases.

2.5 The Library takes no responsibility for issues of access, content, accuracy, quality, reliability, or safety of the designs that users create or download from online sources.

3. Submitting a Design for Printing

3.1 Persons wanting to use the 3D printer can email their project file (in .stl or .obj file format, no larger than 25MB) to 3DPrintingRequest@thesummitcountylibrary.org or bring their file to the Library during open hours. Staff will add the model to the printing queue.

3.2 User must submit a “3D Printing Request Form” available on the Summit County Library website, specifying the print job. Only one object may be requested at a time; the object may have multiple parts or files, listed individually. The Library may adjust your print due to size or filament usage, as needed.

3.3 Object must be smaller than 11.5” L x 10.5” W x 9.5” H to print on the Lulzbot Taz 6.

3.4 An email address and telephone number is needed to notify users when the print job is available for pickup and fees that apply.

3.5 3D print jobs will be readied and sent to the printer by Library Staff. All files will be viewed in Cura LulzBot Edition or other authorized software before printing.

3.6 Failed prints due to 3D design should be reworked and resubmitted by the user. Failed prints due to machine malfunction or failure will be reprinted at the earliest convenience by staff, without a resubmission by the user

3.7 Items may be picked up at the Library. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.

4. Charges

4.1 The Library will charge users for print requests. Users will be required to pay for print jobs at time of pick up. Users may only print from available printing supplies provided by the Library. The Library uses PLA filament exclusively.

4.2 Refer to the *Library Fees Schedule* for the price per gram and minimum charge per print job.

4.3 Refer to the *Library Fees Schedule* for time charges.

4.4 There will be no charge for items created as part of a Library class as long as they are under a 20 gram maximum.

4.5 Print jobs will be limited to 150 grams (including supports) or less per submission.

4.6 Users placing requests for print jobs will remain responsible for payment of all time and material charges incurred, even for failed print jobs due to faulty 3D designs, and will be assessed these charges on their Library accounts.

5. Disclaimers

5.1 Supervision by Library staff or volunteers does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

5.2 The user assumes all responsibility for the 3D design. The quality of the resulting print is the sole responsibility of the user. Summit County, The Library and its employees accept no responsibility or make any warranties, express or implicit, as to the safety, success, usability, merchantability, appropriateness, or any other aspects of the created, manufactured or reproduced designs generated by any of its 3D Printers. This equipment is considered experimental and educational, and as such print jobs often fail. The Library is not liable for injuries, property damage, or failure of function caused by objects or materials made through the utilization of its 3D Printers.

5.3 The user assumes all liability for 3D printed items and designs and is responsible for ensuring designs are within compliance of all copyright and property laws. The printer may not be used to reproduce material that is subject to copyright, patent, or trademark protections.

5.4 Policies and procedures governing the use of the Library's 3D printers are subject to change.



3D Printing Request Form

Name:	
Library Card:	
Phone Number:	
Email Address:	
Expected Size:	
Object Description:	Title: _____ ☐ Thingiverse: # _____ ☐ Other website: _____ ☐ Email : 3DPrintingRequest@thesummitcountylibrary.org ☐ USB Drive: _____
One object may be requested; list each part of the object individually. DESCRIPTION	FILE NAME
1.	
2.	
3.	
4.	
5.	
Copyright & Liability	The user assumes all liability for 3D printed items and designs and is responsible for ensuring the submitted print job is accurate and complete and that designs are within compliance of all copyright and property laws. The printer may not be used to reproduce material that is subject to copyright, patent, or trademark protections. The user assumes all responsibility for the 3D design. The quality of the resulting print is the sole responsibility of the user. Failed prints due to 3D design should be reworked and resubmitted by the user. Failed prints due to machine malfunction or failure will be reprinted at the earliest convenience by staff, without a resubmission by the user.

I have read and agree to the 3D Printing Policy.

Signature _____ Date _____

Date Received _____ Date Completed _____ Contact Date _____



Hotspot Checkout Policy

Adopted: March 19, 2015

Revised: January 15, 2026

Policy Statement:

Part of the Summit County Library's mission is to foster lifelong learning opportunities. By including the Internet as an information resource, the Library's goal is to enhance its existing collection in breadth and depth. Offering public access to the Internet has become an integral part of the Summit County Library's programs and services. Patrons may borrow hotspot devices from the Library to bring the Internet to their homes or wherever they need access.

1. Checkout Procedures

1.1 Patrons must be at least 18 years of age or have permission from a parent or guardian to borrow a hotspot.

1.2 Patrons (parent or guardian if borrower is under 18) must sign a waiver accepting financial responsibility for damage and/or loss of a hotspot.

1.3 Patrons may borrow 1 hotspot at a time due to limited availability. There is also a checkout limit of 1 hotspot per household at a time.

1.4 The checkout period for a hotspot is 2 weeks. Hotspots may not be renewed after the 2-week period.

2. Patron Responsibility

2.1 If a hotspot is more than 10 days overdue, service to the hotspot will be cancelled and the replacement cost will be charged to the patron's account (*refer to the [Library Fees Schedule for specific replacement costs](#)*). This replacement amount will be waived if the hotspot is returned in good working condition within 30 days of the due date.

2.2 The Library is not responsible for any activity performed while using the hotspot and any damages to a personal device that may result from using the hotspot.

2.3 The Library is not responsible for lack of coverage/signal of the hotspot in different areas. Coverage levels vary depending on the area.

2.4 Instructions for how to use the hotspot are located in the case. If you need assistance connecting a device to the hotspot, Library Staff is happy to assist you.



Hotspot Checkout Waiver

I hereby agree to follow the Summit County Library Hotspot Checkout Policy, and to pay all eligible fees charged to my account.

By my signature below, I further understand and agree that Summit County, the Summit County Library or any of its agents shall not be responsible for any activity or content which may occur by use of the device and hereby waive any and all claims in law or in equity which may be brought.

Borrower Name (Print)
or Name of Parent/Guardian if child is under 18

Signature

Name of Child (if applicable) (Print)

Date



Streaming Device Policy

Adopted: September 15, 2022

Revised: January 15, 2026

Policy Statement:

The Summit County Library System offers streaming devices to patrons to expand access to digital content and support lifelong learning.

1. Checkout Procedures

1.1 Patrons must be at least 18 years of age or have written permission from a parent or guardian to borrow a streaming device.

1.2 Patrons (parent or guardian if borrower is under 18) must sign a waiver accepting financial responsibility for damage and/or loss of a streaming device and/or its components.

1.3 Patrons must return the streaming device and all of its components in the provided case to the circulation desk and not into a book drop.

1.4 Patrons may borrow 1 streaming device at a time due to limited availability. There is also a checkout limit of 1 streaming device per household at a time.

1.5 The checkout period for a streaming device is 1 week. Streaming devices may not be renewed after the 1 week period.

2. Patron Responsibility

2.1 Refer to the *Library Fees Schedule* for specific replacement costs.

2.2 The Library is not responsible for any content viewed while using the streaming device and any damages to a personal device that may result from using the streaming device. Access to various streaming services is subject to change. Whenever possible, streaming devices will have a children's option available with the streaming services that provide one. Patrons may not add, download, delete, or alter any titles, accounts, or content from the streaming device. Upon its return, the device's history will be cleared to maintain patron privacy.

2.3 Instructions for how to use the streaming device are located in the case. Library staff will not hook up a streaming device on a patron's personal property/device. The patron is responsible for doing so.



Streaming Device Waiver

I hereby agree to follow the Summit County Library Streaming Device Policy, and to pay all eligible replacement costs charged to my account.

By my signature below, I further understand and agree that Summit County, the Summit County Library or any of its agents shall not be responsible for any activity or content which may occur by use of the device and hereby waive any and all claims in law or in equity which may be brought.

**Borrower Name (Print)
or Name of Parent/Guardian if child is under 18**

Signature

Name of Child (if applicable) (Print)

Date



Electric Vehicle Charging Adapter Checkout Policy

Adopted: May 18, 2023

Revised: January 15, 2026

Policy Statement:

One of the Summit County Council's Strategic Objectives is Environmental Stewardship and implementing policies to preserve and protect, among other things, air quality for the present and future. The County has included electric vehicle ("EV") charging stations at a number of its public properties, including the Kamas and Sheldon Richins Library Branches and has purchased electric vehicle charging adapters for use by employees and the public at large. This policy governs the checkout process for those EV charging adapters ("EVCA").

1. Checkout Procedures

1.1 Borrowers must be at least 18 years of age to borrow an EVCA.

1.2 Borrowers must sign a waiver that includes: the Borrower's contact information and the Borrower's acceptance of financial responsibility for damage and/or loss of an EVCA or any damage done to personal property while using the EVCA. Borrowers shall also leave their current driver's license with Library staff as a security deposit for the duration of the checkout period.

1.3 Preference in borrowing may be given to Summit County employees, but otherwise, borrowing is on a first-come, first-serve basis. Borrowers may borrow one (1) EVCA at a time. Due to limited availability, the fast EVCA's may be borrowed for a maximum period of ninety (90) minutes and standard EVCA's may be borrowed for a maximum period of three (3) hours. If no other borrowers are waiting to use an EVCA, the borrower may extend the checkout for an additional period of time consistent with the above maximum periods. Notwithstanding these time periods, EVCA's shall be returned to the Library Branch from which they were borrowed during Library business hours.

1.4 Borrowers must return the EVCA and any of its components to the circulation desk and not into a book drop. The EVCA must be returned on the same day of its checkout – no borrower may keep or retain any EVCA overnight.

1.5 If a borrower damages or loses an EVCA, the borrower shall be required to pay the replacement cost of the EVCA (refer to the *Library Fees Schedule* for specific replacement costs). Failure to promptly return the EVCA or pay the required replacement costs may result in loss of EVCA borrowing privileges and/or referral of the matter to law enforcement for possible screening of criminal charges.

1.6 The Library is not responsible for a borrower's activity performed while using the EVCA and any damage to personal property, including personal vehicles, that may result from using the EVCA. Borrowers assume any and all risks of using an EVCA.

1.7 Instructions for how to use the EVCA are located on Page 4 of this policy. Library staff will not assist borrowers with charging the borrower's personal vehicle; the borrower is responsible for doing so.



EV Charging Adapter Checkout Waiver

Borrower Name: _____

Borrower's Driver's License (state and number): _____

Borrower's Current Physical Address, Zip Code and State: _____

Borrower's Phone Number: _____

Borrower's Email Address: _____

I have read and hereby agree to follow the Summit County Electric Vehicle Charging Adapter Checkout Policy.

By my signature below, I further understand and agree that Summit County, the Summit County Library or any of its agents shall not be responsible for any activity which may occur by my use of the EV Charging Adapter and I hereby waive any and all claims in law or in equity which may be brought.

I further understand and agree that I shall pay for the replacement cost of the EV Charging Adapter in the event it is damaged or lost, and I am responsible for any damage that may occur to my personal property as a result of using the EV Charging Adapter. I assume any and all risks of using the EV Charging Adapter.

Borrower Name (Print)

Signature

Date

Instructions

To charge at a public charging station, plug the appropriate adapter into the vehicle's charging port, and then connect the station's charging connector to the adapter. Depending on the charging equipment you are using, you may need to start and stop charging using a control on the charging equipment.

If you are using the Mobile Connector, plug into the power outlet before plugging in Model X.

Align the connector to the charge port and insert fully. When the connector is properly inserted, charging begins automatically after Model X:

- Engages a latch that holds the connector in place;
- Shifts into Park (if it was in any other drive mode);
- Heats or cools the Battery, if needed. If the Battery requires heating or cooling, you may notice a delay before charging begins.

Note

Whenever Model X is plugged in but not actively charging, it draws energy from the wall outlet instead of using energy stored in the Battery. For example, if you are sitting in Model X and using the touchscreen while parked and plugged in, Model X draws energy from the wall outlet instead of the Battery.



More information on starting a charge



Using a J1772 charging adaptor video

https://www.tesla.com/ownersmanual/modelx/en_us/GUID-BEE08D47-0CE0-4BDD-83F2-9854FB3D578F.html

https://www.youtube.com/watch?v=lh1FSF_K_OfY



Energy Detective Kit Policy

Adopted: July 18, 2024
Revised: January 15, 2026

Policy Statement:

The Summit County Library System provides Energy Detective Kits to help patrons explore energy efficiency, reduce utility costs, and make informed decisions about home energy use. By offering these tools, we support sustainability education and empower our community to take an active role in environmental conservation.

1. Checkout Procedures

1.1 Patrons must be at least 18 years of age or have written permission from a parent or guardian to borrow the Energy Detective Kit.

1.2 Patrons (parent or guardian if borrower is under 18) must sign a waiver accepting financial responsibility for damage and/or loss of an Energy Detective Kit and/or its components.

1.3 Patrons must return the Energy Detective Kit and all of its components in the provided case to the circulation desk and not into a book drop.

1.4 The checkout period for the Energy Detective Kit is 2 weeks. The Energy Detective Kit may not be renewed after the 2 week period.

2. Damage Items or Lost Parts

2.1 If a borrower damages or loses the Energy Detective Kit, the borrower shall be required to pay the replacement costs of the items. *Refer to the [Library Fees Schedule](#) for specific replacement costs.*

2.2 Failure to promptly return the kit or pay the required replacement costs may result in loss of kit borrowing privileges and/or referral of the matter to law enforcement for possible screening of criminal charges.

3. Patron Responsibility

3.1 The Library is not responsible for a borrower's activity while using the Energy Detective Kit and any damage to personal property that may result from using the Energy Detective Kit. Borrowers assume any and all risks of using an Energy Detective Kit.

3.2 Instructions for how to use each item are located in the Energy Detective Kit case. Library staff will not assist in using any items in the kit. The patron is responsible for doing so.

3.3 Patrons agree that these items will be used for their intended purpose and maintain the devices in the Energy Detective Kit in a safe and proper manner. Energy Detective Kit devices will not be used by any other person besides the patron who is responsible for the kit.

3.4 Patrons will inspect each device in the Energy Detective Kit prior to return, noting any damage or defects to Summit County Library staff.



Energy Detective Kit Waiver

I hereby agree to follow the Summit County Library Energy Detective Kit Policy, and to pay all eligible replacement costs charged to my account.

By my signature below, I understand and agree that Summit County, the Summit County Library or any of its agents shall not be responsible for any activity which may occur by installment and use of these items and hereby waive any and all claims in law or in equity which may be brought.

I further understand and agree that I shall pay for the replacement cost of the Energy Detective Kit in the event it is damaged or lost, and I am responsible for any damage that may occur to my personal property as a result of using the Energy Detective Kit. I assume any and all risks of using the Energy Detective Kit.

**Borrower Name (Print)
or Name of Parent/Guardian if child is under 18**

Signature

Name of Child (if applicable) (Print)

Date



Induction Cooktop Kit Policy

Adopted: March 20, 2025

Revised: January 15, 2026

Policy Statement:

The Summit County Library is partnering with the Summit County Health Department - Sustainability Division to offer induction cooktops in our Library of Things collection. Induction cooktops are known to save energy, save money, improve air quality, and improve safety.

1. Checkout Procedures

1.1 Patrons must be at least 18 years of age to borrow the Induction Cooktop Kit.

1.2 Patrons must sign a waiver accepting financial responsibility for damage and/or loss of an Induction Cooktop Kit and/or its components.

1.3 Patrons must return the Induction Cooktop Kit and all of its components in the provided case to the circulation desk and not into a book drop.

1.4 The checkout period for the Induction Cooktop Kit is 2 weeks. The Induction Cooktop may not be renewed after the 2-week period.

2. Damage Items or Lost Parts

2.1 If a borrower damages or loses the Induction Cooktop Kit, the borrower shall be required to pay the replacement costs of the items. *Refer to the [Library Fees Schedule](#) for specific replacement costs.*

2.2 Failure to promptly return the kit or pay the required replacement costs may result in loss of kit borrowing privileges and/or referral of the matter to law enforcement for possible screening of criminal charges.

3. Patron Responsibility

3.1 The Library is not responsible for a borrower's activity while using the Induction Cooktop Kit and any damage to personal property that may result from using the Induction Cooktop Kit. Borrowers assume any and all risks of using an Induction Cooktop Kit.

3.2 Instructions for how to use each item are located in the Induction Cooktop Kit case. Library staff will not assist in using any items in the kit. The patron is responsible for doing so.

3.3 Patrons agree that these items will be used for their intended purpose and maintain the devices in the Induction Cooktop Kit in a safe and proper manner. Induction Cooktop Kit items will not be used by any other person besides the patron who is responsible for the kit.

3.4 Patrons agree to return the Induction Cooktop Kit in clean condition.

3.5 Patrons will inspect each item in the Induction Cooktop Kit prior to return, noting any damage or defects to Summit County Library staff.



Induction Cooktop Kit Waiver

I hereby agree to follow the Summit County Library Induction Cooktop Kit Policy, and to pay all eligible replacement costs charged to my account.

By my signature below, I understand and agree that Summit County, the Summit County Library or any of its agents shall not be responsible for any activity which may occur by installment and use of these items and hereby waive any and all claims in law or in equity which may be brought.

I further understand and agree that I shall pay for the replacement cost of the Induction Cooktop Kit in the event it is damaged or lost, and I am responsible for any damage that may occur to my personal property as a result of using the Induction Cooktop Kit. I assume any and all risks of using the Induction Cooktop Kit.

Borrower Name (Print)

Signature

Date



Blood Pressure Monitor Kit Policy

Adopted: March 20, 2025

Revised: January 15, 2026

Policy Statement:

The Summit County Library is partnering with the Summit County Health Department to offer self-measured blood pressure monitoring kits in our Library of Things collection.

1. Checkout Procedures

1.1 Patrons must be at least 18 years of age or have written permission from a parent or guardian to borrow the Blood Pressure Monitor Kit.

1.2 Patrons (parent or guardian if borrower is under 18) must sign a liability, assumption of risk and indemnity agreement, which also includes accepting financial responsibility for damage and/or loss of a Blood Pressure Monitor Kit and/or its components.

1.3 Patrons must return the Blood Pressure Monitor Kit and all of its components in the provided case to the circulation desk and not into a book drop.

1.4 The checkout period for the Blood Pressure Monitor Kit is 2 weeks. The Blood Pressure Monitor Kit may be renewed one time after the 2 week period.

2. Damage Items or Lost Parts

2.1 If a borrower damages or loses the Blood Pressure Monitor Kit, the borrower shall be required to pay the replacement cost of the items. *Refer to the Library Fees Schedule for specific replacement costs.*

2.2 Failure to promptly return the kit or pay the required replacement costs may result in loss of kit borrowing privileges and/or referral of the matter to law enforcement for possible screening of criminal charges.

3. Patron Responsibility

3.1 The Library is not responsible for a borrower's activity while using the Blood Pressure Monitor Kit and any damage to personal property that may result from using the Blood Pressure Monitor Kit. Borrowers assume any and all risks of using a Blood Pressure Monitor.

3.2 Instructions for how to use each item are located in the Blood Pressure Monitor Kit case. Library staff will not assist in using any items in the kit. The patron is responsible for doing so.

3.3 Patrons agree that these items will be used for their intended purpose and maintain the device in the Blood Pressure Monitor Kit in a safe and proper manner.

3.4 Blood Pressure Monitor devices may not be used by any other person besides the patron who is responsible for the kit.

3.5 Patrons will inspect each device in the Blood Pressure Monitor Kit prior to return, noting any damage or defects to Summit County Library staff.



Blood Pressure Monitor: Liability, Assumption of Risk, Indemnity and Waiver Agreement

Summit County offers library patrons the opportunity to check-out blood pressure monitors (“BP Monitors”) solely under the terms set forth in this document. The person signing below is referred to herein as the “Participant”, and this document entitled “Liability, Assumption of Risk, Indemnity and Waiver Agreement” is referred to herein as the “Agreement”. Except as otherwise specifically and explicitly set forth herein, nothing herein is to be construed to waive, limit, or otherwise impair the County’s immunity from suit under applicable law, by contract or otherwise, including by way of illustration and not by limitation such immunity conferred by the Governmental Immunity Act of Utah, Utah Code §§ 63G-7- 101, et. seq., as amended.

Use of the BP Monitors is strictly voluntary and not intended for medical diagnosis. BP Monitors are made available to patrons, including Participant, solely to produce general information only. Use of the BP Monitors by patrons, including Participant, is not intended to result in, or to be construed, as medical advice, diagnosis, and treatment by physicians, and/or patients or other individuals, and is not a substitute for consultations with qualified health professionals who are familiar with any patient’s individual medical needs. The health screening measurements, tests, explanations, etc. do not establish a physician-patient relationship. Participant understands that any concerns about their health should be immediately addressed by a physician, and that it is the Participant’s responsibility, and not that of the County, or other organizations associated with the BP Monitors, to schedule a visit with a healthcare provider in order to confirm the results of the health screen and to obtain advice and treatment from a healthcare provider.

In consideration of being permitted to check-out and otherwise use one or more of the BP Monitors solely for the Participant’s sole and exclusive personal use (the “Permitted Use”), I, the Participant, on behalf of myself, my executors, heirs, administrators and assigns, hereby voluntarily agree, to the furthest extent permitted by law, to release, waive, discharge, indemnify, hold harmless, and agree not to sue the County, its officers, employees, agents, volunteers, or other associates of the County, for any and all claims, damages, costs, attorney’s fees, or causes of action which I have or may have in the future, or which third parties have or may have in the future, as a result of damages, injuries, including death, relating to the Permitted Use or BP Monitors, arising out of or incident to any negligent act or omission by the County, its elected officials, officers, employees, agents, volunteers, or other associates of the County.

I knowingly and voluntarily give up valuable legal rights, including the right to sue. Further, I shall defend at my own expense, including attorney's fees, with an attorney selected by the County, the County in any action or proceeding, legal, administrative or otherwise, based upon such acts, omissions or willful misconduct.

I understand and agree that there exist risks of harm associated with participating in the Permitted Use and BP Monitors that may give rise to bodily injury, death and/or property damage. These risks include, but are not limited to, those hazards associated with malfunctions of the BP Monitors or improper use of the BP Monitors. I further understand and agree that there may be risks and dangers not known or reasonably foreseeable at this time. I understand and agree that included within the scope of this waiver and release is any cause of action, arising from the performance of or the failure to perform maintenance, inspection, supervision or control of the BP Monitors, or the failure to warn of existing dangerous conditions not known to or reasonably discovered by the County, including all acts of negligence of the County. These risks and dangers may be caused by me, the negligence of others, or by the negligence of the County, its elected officials, officers, employees, agents, volunteers, or other associates of the County. I knowingly and voluntarily assume full responsibility for these risks arising out of or related to my Permitted Use or the BP Monitors to the furthest extent permitted by law.

I also hereby agree to follow the County BP Monitor Kit Policy, and I further understand and agree that I shall pay for the replacement cost of the BP Monitor Kit in the event it is damaged or lost, and I am responsible for any damage that may occur to my personal property as a result of using the Energy Detective Kit. I understand and agreement that replacement costs may be charged to my account.

I HAVE CAREFULLY READ, AND I UNDERSTAND, ACKNOWLEDGE AND AGREE TO THIS LIABILITY, ASSUMPTION OF RISK, INDEMNITY AND WAIVER AGREEMENT. I UNDERSTAND THAT I AM GIVING UP VALUABLE LEGAL RIGHTS BY SIGNING THIS AGREEMENT, AND THAT THIS AGREEMENT REPRESENTS A CONTRACT BETWEEN MYSELF AND THE COUNTY. I HAVE AGREED TO SIGN THIS AGREEMENT OF MY OWN FREE WILL.

**Borrower Name (Print)
or Name of Parent/Guardian if child is under 18**

Signature

Name of Child (if applicable) (Print)

Date
