



Mobile Take Home Device Lending Policy and User Agreement

This Policy and Agreement only applies to items checked out at the circulation desk and does not apply to laptops or devices checked out through the laptop kiosk.

The Lincoln County Public Library (the “Library”) allows patrons (the “Borrower”) to borrow mobile technology including internet capable devices and hotspots (collectively referred to herein as the “Equipment”). The Borrower must follow all lending guidelines and will be held financially responsible for any lost, stolen, damaged items and/or accessories while on the borrower’s card.

Eligibility:

- Borrowers must be 18 years or older, a legal resident of Lincoln County, and have a valid library card with a current government-issued photo id verifying Lincoln County as place of residence.
- Only adult library cards can be used to checkout devices.
- Any patron seeking to borrow Equipment with any overdue billed items or outstanding fines over \$10.00 will be required to bring their account current before being permitted to borrow any Equipment.
- There is a limit of **two devices per family**. Only one device of each type may be borrowed at a time with the exception of two Launchpads.

Check-in:

- Equipment must be returned to a Library staff inside the Library. **For convenience, items can be returned to any Lincoln County Public Library location.**
- Equipment must not be returned in drop boxes. The Borrower on record for any Equipment that is returned in this manner will be assessed an **improper return fee of \$25.00**, and may be assessed additional costs resulting from any damage to Equipment.
- Borrowers are required to read and sign this User Agreement to acknowledge receipt of materials. A photocopy of the signed agreement will be provided to the Borrower upon checkout.
- Failure to return any Equipment may prevent a Borrower from future use or borrowing of Equipment.
- All Equipment must be returned in the same condition in which it was loaned. If Equipment is returned damaged or if said Equipment is lost while on loan, the Borrower agrees to reimburse the Library according to the Lost/Replacement fee table provided herein.

Loan Periods

- All Equipment is available on a first come first serve basis for check-out.
- No holds can be placed on any Equipment.
- Equipment is not eligible for immediate renewal.
- There is a one week waiting period to borrow another Chromebook and/or hotspot after a return.

Equipment	Loan Period	Lending Quantity
Chromebook	7 days	1 per family
Kajeet Hot spots	7 days	1 per family
Launchpads	14 days	2 per family
Kindle Kid Fire Tablet	14 days	1 per family
Samsung Education Tablet	14 days	1 per family

Late-Charges:

- If the Equipment is 7 days overdue, the Borrower's Library account will be blocked, and a replacement fee according to the table below will be added to the borrower's account.

Equipment Type	Fee
Chromebook laptop + charging cord	\$275.00
Kajeet SmartSpot hotspot, cord + case	\$150.00
Launchpad, cord, adaptor, bumper + case	\$179.00
Kindle Fire tablet, charging cord, + case	\$140.00
Samsung Educational Tablet, charging cord + case	\$165.00

****All Equipment must be returned at least 30 minutes before closing.***

Lost/Replacement Fees:

- The full replacement cost of the Equipment, as provided below, will be added to the Borrower's account on the 8th day the Equipment remains overdue.

Equipment Type	Fee
Chromebook laptop	\$260.00
Chromebook charging cord	\$15.00
Kajeet SmartSpot hotspot	\$135.00
Kajeet SmartSpot charging cord/adaptor	\$10.00
Kajeet SmartSpot case	\$5.00
Kindle Fire Kids Edition Tablet	\$110.00
Kindle Fire Kids Edition Charging cord/adaptor	\$15.00
Kindle Fire Kids Edition Case	\$15.00
Samsung Educational Tablet	\$135.00
Samsung Tablet Charging cord/adaptor	\$15.00
Samsung Tablet Case	\$15.00
Launchpad	\$140.00
Launchpad charging cord	\$7.00
Launchpad charging adaptor	\$10.00
Launchpad orange bumper	\$9.00
Launchpad orange case	\$13.00
Processing fee	\$10.00

Mobile Take Home Device User Agreement



- I hereby acknowledge that I will abide by the *Mobile Take Home Device Lending Policy and User Agreement*.
- I hereby acknowledge that I will use the Equipment in the way it was intended and will abide by the Library's Internet Usage Policy. (Copy available upon request)
- I hereby acknowledge that I shall be responsible to pay all fees as stated herein for improper return, lost Equipment, damaged Equipment, or any other fees as required.
- I hereby acknowledge that I am responsible for the care and security of all Equipment while said Equipment is in my possession.
- I hereby acknowledge that all Equipment and accessories must be returned during normal Library hours to a staff member, and shall not be returned in any drop box.
- I hereby acknowledge that I have read and signed this User Agreement in its entirety, and have received all materials necessary. A photocopy of the signed agreement shall be provided to me upon checkout, and if said copy is not provided then I have the right to request said copy.

Therefore, and in consideration of being permitted to borrow the Equipment identified below by barcode, I hereby on behalf of myself, my heirs, and devisees, do voluntarily waive, release, and discharge and covenant not to sue the Library, its respective successors, assigns, elected officials, board members, agents, employees, and volunteers (hereafter referred to as "Releasees") from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the equipment, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Equipment.

By my signature below I agree that all of my questions have been answered and I agree to abide by everything in this Agreement.

Device Type

Barcode Number of equipment

Hotspot Chromebook Launchpad Kindle Samsung Tablet _____

Hotspot Chromebook Launchpad Kindle Samsung Tablet _____

Print Name _____

Signature _____ Date _____

STAFF NOTES for Return of Device(s)

Device Barcode _____ Condition Acceptable
 Concerns _____

Device Barcode _____ Condition Acceptable
 Concerns _____

Staff Receiving Device(s) _____ Date returned _____