

Imperial County Free Library

Electronic Device Lending Program

Check out Policy and User Agreement

Imperial County Free Library cardholders with an account in good standing (i.e. library account must be free of lost materials, unpaid fines, and no item more than 10 days overdue) may check out Electronic Devices (defined as laptop, mobile hotspot, tablet, streaming device) for a loan period of 15 days. There is a five (5) day grace period of overdue devices. Devices are limited to ICFL patrons in good standing who are 18 years-old or older. Each household (address) may borrow only one electronic device at a time.

Disclaimer:

- I understand that the library has received funding from the California State Library (CSL) to purchase mobile hotspots and tablets. Any CSL supported equipment and services will be provided to patrons who declare they do not have access to the equipment or services to access the internet.
- Devices purchased will be compliant with the *Children's Internet Protection Act*.
- The library will not be held responsible for any questionable content viewed or accessed.
- The Electronic Device user must adhere to all laws regarding copyright infringement. Use of Internet for activities that violate local, state, or federal laws is prohibited, including: pornography, committing fraud, hacking, harassing others, or libel. Users may not misrepresent themselves when using the library's Electronic device.
- Electronic devices must be returned in the condition they were borrowed. Borrower and library staff will review device and all its peripherals at check out and check in to ensure everything is in working order.
- Patrons who return devices via drop box will be subject to a fine and suspension from further device borrowing.

Limits and Availability:

- Electronic Devices may be checked out by persons 18 years of age or older who are in good standing with the library and who have a valid Imperial County Free Library card.
- A patron library card and photo ID must be presented at check-out.
- An eligible patron may borrow only one device at a time with limited renewals. Certain devices may be bundled with a mobile hotspot. Each household (address) may borrow only one electronic device at a time.
- Patrons may not alter, delete, or copy any software loaded on ICFL's Electronic Devices or otherwise alter its existing configuration.
- Library reserves the right to refuse lending service to anyone who abuses equipment or is repeatedly late in returning Electronic Devices or who places the Electronic Device in the book drops.

Fines and Liability:

- The borrower assumes all liability for the cost of repair or replacement in the event of loss, theft, damage, negligence, misuse, or operation contrary to the instructions supplied with the device(s). If the device is lost, stolen, or broken beyond repair, a replacement fine will be charged to your library account.
- Replacement costs for technology equipment and/or other accessories will be charged at current market cost.
- An overdue fine of \$15.00 per day, with a maximum fine of \$75.00, will be levied for overdue technology equipment starting on the 6th day overdue. (5 day grace period only).
- A fee of \$25 will be assessed for any equipment improperly returned via book drop box.
- A patron's privilege to check-out technology equipment may be suspended if the patron violates this Electronic Device Lending Program Check out Policy and User Agreement.
- If any technical problems are encountered, the device should be returned immediately to the library.
- Library patron will need to complete "Electronic Device Policy and User Agreement" each time an electronic device is checked out, acknowledging financial responsibility for lost or damaged equipment. Laptop borrowers will be required to leave their identification card at the library circulation desk to be locked in the cabinet and will be returned when laptop is checked in.
- The Imperial County Free Library is not responsible for any damages resulting from patron use of the electronic device(s) borrowed, including, but not limited to, damage to the device for with a patron might use to access the internet, data loss, computer viruses, identity theft, invasion of privacy, or any other damages, which may result from access to and use of the internet.

Circulating Procedures

Checking out:

- Only current Imperial County Free Library cardholders in good standing and is 18 years of age or older in order to check out equipment.
- Library staff will verify that the Electronic Device is in good working order at the time of check out.
- Library patron will need to complete “Electronic Device Policy and User Agreement” with each check out, acknowledging financial responsibility for lost or damaged equipment.
- Electronic devices can be checked out at any Imperial County Free Library from 9:00AM until one (1) hour before the library closes.
- Once an Electronic Device is checked out to a customer, the Electronic Device becomes the responsibility of that customer per the Electronic Device Agreement.
- Mobile Hotspots are checked out for fifteen (15) days with one renewal available.
- Tablets are checked out for fifteen (15) days with one renewal available.
- Laptops are checked out in library for two (2) hours with renewal availability if there is no waitlist.

Checking in:

- Electronic devices must be returned in person to library staff during library operating hours.
- Patrons who return devices via drop box will be subject to a fine and suspension from further device borrowing.
- Library staff will check and verify the Electronic Device is in operating condition
- Electronic Devices must be checked in at least one (1) hour before the library closes.
- Laptop borrowers will be required to leave their identification card at the library circulation desk to be locked in the cabinet and will be returned when laptop is checked in.

Damage/Replacement Charges:

- Replacement costs for technology equipment and/or other accessories will be charged at current market cost.

<u> </u> <i>Patron Initials</i>	I have visually inspected the laptop and notified any damages to the attention of the Imperial County Free Library staff checking it out to me. I will return the device in the same condition as it is now as I borrow it. I acknowledge I am responsible for any/all financial responsibility for lost or damaged equipment that occurs while it is checked out to me.	
Patron Check out List:		Staff Check out List:
<u> </u> Device	<u> </u> Device cover	<u> </u> Carrier Case
<u> </u> Device Charger	<u> </u> Device Guide	<u> </u> Device Charger
<u> </u> Device	<u> </u> Device cover	<u> </u> Carrier Case
<u> </u> Device Charger	<u> </u> Device Guide	<u> </u> Device Charger

My signature below indicates that I meet the age requirements and have read the Imperial County Free Library Electronic Device Lending Program Check out Policy and User Agreement and that I agree to abide by these conditions of use when checking out an Electronic Device.

Print Name
Signature
Date

LIBRARY STAFF USE ONLY		
Hotspot Barcode:	Library Card Number:	Due Date:
Laptop Barcode:	Identification Number:	Renewal Date Due:
Tablet Barcode:	Checkout Date:	Date Received:
Library Branch:	Staff Signature:	Staff Signature:

