**Harlem Public Library Electronic Device Lending Agreement**

For the purpose of this agreement an electronic device may be 1) mobile hotspot 2) iPad or 3) HP Pro tablet with keyboard. **Please circle which device or devices you are borrowing.**

PROCEDURE

I understand I must be a registered user of the Harlem Public Library in good standing with a borrowing record of at least one month.

I am eighteen (18) years of age or older.

Electronic devices can be checked out for 14 days. Once they are three business days overdue, the devices will be disabled.

No renewals are permitted on electronic devices. Holds may be placed on the devices.

The devices should NOT be returned in the book drop. They should be returned in person at the library’s front desk.

The devices should not be exposed to extreme temperatures, such as a hot car.

Once an electronic device is checked out to me it becomes my responsibility. Any changes in condition or content while in my care will be my responsibility. I am responsible for damage, loss, or theft. I should have a basic working knowledge of the device on checkout. If any technical problems are encountered, I should return the device immediately to the Harlem Pubic Library.

If damage to the device is discovered by the library staff, appropriate costs will be added to my account. If the device needs to be replaced, I will be responsible to pay the full replacement cost. I further agree that I am responsible for full current replacement cost if the device or any parts are lost, stolen, damaged or otherwise not returned. If I fail to pay the full current replacement cost for a lost device, my borrowing privileges at the library will be canceled. If the electronic device is not returned in a timely manner, or full current replacement costs are not paid, my patron record will be submitted to the Blaine County Attorney for action. The library will not accept replacement items purchased by patrons.

Three (3) late returns of device checkout will result in being permanently banned from borrowing an electronic device.

I understand that any apps, media, data, and/or documents that I download, purchase, create, or otherwise save to an electronic device during the lending period will be permanently erased and replaced with standard preloaded files and apps when the device is returned to the library.

INTERNET USE

Harlem Public Library is not responsible for any information accessed or action taken by a patron while using an electronic device. Electronic device users must abide by the safe internet use policy which includes:

1. No use of the device for illegal purposes, unauthorized copying of copy right protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials.
2. Hotpots, in compliance with the Children’s Internet Protection Act (CIPA) are filtered for the safety and protection of minors.
3. The Harlem Public Library is not responsible for any liabilities, damage or expense resulting from use or misuse of the electronic devices, connection of the devices to other electronic devices or any loss of data resulting from use of the devices.
4. The library staff will do the best to their knowledge to provide technical assistance with the electronic devices.

ACKNOWLEDGEMENT OF ELECTRONIC DEVICE USE AND SAFETY POLICY

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print full name), understand and agree to these rule of use of electronic devices. By signing this agreement, I accept the above use procedure and internet safety policy. I am stating that I am responsible to return this equipment to the Harlem Public Library in good working condition and free from damage. I understand electronic devices can be checked out for 14 days and once they are three business days overdue, the wireless service will be discontinued. I agree that electronic devices should NOT be returned in the book drop but must be returned to the library front desk. I agree to pay for any damages to the electronic devices while checked out to me. I also agree to pay the full current replacement costs if the devices must be replaced. I understand if I do not pay the fees for damages or full current replacement as required by the library my record will be submitted to the Blaine County Attorney for action.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Library Staff Only

\_\_\_\_\_Patron is in good standing for at least one month prior to check out

\_\_\_\_\_Patron has not been late in returning electronic devices more than three (3) times.

\_\_\_\_\_Patron has read, signed and dated user agreement.

\_\_\_\_\_On return included:

1. Hostspot, cord, instructions, case
2. IPad, screen protector, charger and case
3. HP Pro tablet and keyboard, case, cord