

## Technology Loan User Agreement Policy and Form

<b>Section</b>	Public Policy	<b>Distribution</b>	Public
<b>Board Approval</b>	September 21, 2017	<b>Coverage</b>	Public
<b>Implementation</b>		<b>Contact</b>	Branch Manager, Director
<b>Revised</b>			
<b>Implementation</b>			
<b>Related Policies, Procedures and Guidelines</b>			
<b>Related Forms</b>			

Western Counties Regional Library provides in-branch technology loans for its members as an extension of its commitment to public access to technology and information. Please read the following conditions carefully.

### Eligibility:

Mobile technologies are available for any patron with a valid Western Counties Regional library card. Members under the age of 14 must have a parent's/guardian's signature to borrow technology equipment.

### Borrowing Policy and Procedures:

- Equipment is available on a first-come, first served basis.
- Members are allowed one loan per day. The loan period is for one hour.
- A loan period may be extended for another hour upon request provided that no other member is waiting for the item in question.
- Members shall not redistribute the borrowed equipment to any other person(s).
- Members shall not leave the borrowed equipment unattended.
- Members shall not take the equipment out of the library.
- Equipment must be returned directly to a staff member at the circulation desk.
- Members agree not to download anything to or to delete anything stored on the technology device on loan.
- Any equipment malfunction should be reported immediately to staff.

**Replacement charges for lost or damaged items are as follows:**

Leapfrog Epic	\$200.00
Leapfrog 3X	\$115.00
Case for Leapfrog Epic and Leapfrog 3X	\$30.00
Device Instruction Sheet	\$2.00

**Borrowing Agreement:**

I, the undersigned, have read and understand the conditions and rules for circulation of library technology equipment and take full responsibility for said item.

I understand that I am responsible for any repair or replacement charges incurred for damage to or loss of any technology equipment borrowed.

\_\_\_\_\_  
**Member Name**

\_\_\_\_\_  
**Member Card #**

.....  
**Signature**

.....  
**Date**

For Parent or Guardian signing on behalf of a Child

\_\_\_\_\_  
**Member (Child's) Name**

\_\_\_\_\_  
**Member (Child's) Card #**

.....  
**Parent of Guardian Signature**

.....  
**Date**

\_\_\_\_\_ **I allow the ongoing use of library technology by my child.**

\_\_\_\_\_  
**Staff use only:**

Branch: \_\_\_\_\_

Initial to indicate that you have verified contact information via identification: \_\_\_\_\_

Device ID# \_\_\_\_\_