



# Mobile Device Borrowing Agreement

To borrow a mobile device (laptop, Chromebook, and/or mobile hotspot) from the Library, you must agree to the following terms:

## Checkout and Return Procedures

- Devices can only be checked out by an adult (18+) with a Richmond Public Library account in good standing.
- Devices designated for 1-day loans:
  - Cannot be renewed.
  - Must be returned before the Library closes on the following business day.
  - Days the library is closed do not count against the one day loan.
- Devices designated for 7-day loans:
  - May be checked out for 7 days and can be renewed up to 2 times if other patrons do not have a hold on the item.
- Devices may be checked out and returned to the circulation desk.

### **DO NOT RETURN MOBILE DEVICES IN A BOOK DROP**

All devices must be returned in-person before the library closes on the date due.

## Use Policy, Files and Removable Media

- I agree that by using a Library mobile device, I will adhere to the Library's Acceptable Use Policy and Wi-Fi Acceptable Use Policy, as well as all applicable local, state, or federal laws.
- I understand that the Library is not responsible for damage to files or removable media caused by viruses that may exist on the network or spread through the network.
- I understand that the Library is not responsible for any damage caused by use of a power supply or charging unit on non-Library owned equipment.
- I agree to save my files to removable media or online storage rather than the laptop's hard drive.
- I understand that all files saved on the laptop are erased when the laptop is restarted.
- I understand that the Library is not responsible for any personal data left on a device.

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### Use Survey

I plan to use the hotspot and/or laptop for (check all that apply):

- Job seeking
- Skill building for my job
- Applying for benefits
- To help my children with school
- Online learning
- Accessing social services
- Telehealth
- Additional / Other \_\_\_\_\_

STAFF USE ONLY			
Due Date _____			
	Check Out	Check In	
Laptop # _____	<input type="checkbox"/>	<input type="checkbox"/>	
Power Cord	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> 1-Day (No Renewals) Wi-Fi Hotspot # _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> 7-Day Power Cord	<input type="checkbox"/>	<input type="checkbox"/>	
<b>1st Renewal</b>	<b>2nd Renewal</b>		
<input type="checkbox"/> Laptop has been renewed	<input type="checkbox"/> Laptop has been renewed		
New Due Date ___/___/___	New Due Date ___/___/___		
<b>1st Renewal</b>	<b>2nd Renewal</b>		
<input type="checkbox"/> 7-day Wi-Fi Hotspot has been renewed	<input type="checkbox"/> 7-day Wi-Fi Hotspot has been renewed		
New Due Date ___/___/___	New Due Date ___/___/___		

# Mobile Device Borrowing Agreement

## **Failure to Return, Damage, Charges**

- I agree that I am responsible for and will have my Library account charged the full replacement cost of the device if it is not returned by the due date.
- I understand that mobile devices lost or not returned will be disabled and/or wireless service will be terminated, rendering them unusable.
- I agree I will notify Library staff immediately if devices are damaged or defective upon receipt.
- I understand that I am personally responsible if the device is lost, stolen, or damaged.
- I agree to pay all repair/replacement costs resulting from damage or loss (including theft) of the device while it is checked out in my name.
- I understand that lost, stolen, and unreturned devices will be charged at the greater of full replacement cost or
  - Laptop: \$440
  - Chromebook: \$330
  - Hotspot: \$75
  - Power supply/charger: \$45
  - Protective sleeve/bag: \$45
- I agree to use ONLY the given power supply/charging unit with the Library device.

My signature below confirms that I have read the Mobile Device Borrowing Agreement and I agree to abide by the terms.

**Name (please print):** \_\_\_\_\_

**Library Card Number:** 2 1 1 4 3 \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_