

OFFSITE

**BRCL Tech Device
Checkout Policy and Device
User Agreement**



Big Rapids Community Library members with an account in good standing may check out a tech device to use offsite for 7 days (with one auto-renewal of 7-days, if the item is not reserved). Customers 18 years-old and under will need to be accompanied by an adult at the time of checkout. Tech devices are available on a first-come, first-served basis.

To check out a device, Library customers agree to the following:

- I understand that I may borrow only one Device and/or Hotspot at a time.
- I will immediately inspect the Device and/or Hotspot upon checkout and agree that it is good condition.
- I agree to return the Device and/or Hotspot to the Library by the date due and hand it to a library staff member.
- I understand that I must return it by or before the day it is due, or it may result in revoking borrowing privileges. The Device and/or Hotspot can be renewed once for an additional 7 days if the item is not reserved.
- I agree to call and inform Library staff immediately if this equipment is damaged, lost, stolen, or malfunctioning.
- I agree to accept full financial responsibility for failure to return the Device and/or Hotspot and accompanying equipment, and any damage incurred to the Device and/or Hotspot through abuse, misuse, or operation contrary to the instructions supplied with the Device and/or Hotspot while it is in my care.
- I understand it is my responsibility to log out of any applications and remove personal data from the Device prior to its return; all my stored data will be erased upon check in at the library.
- The library is not responsible for any liability, damages, or expense resulting from use or misuse of the Device and/or Hotspot, connection of the Device and/or Hotspot to other electronic devices or hotspots, or data loss resulting from use of the Device and/or Hotspot. **Any use of the Device and/or Hotspot for illegal purposes is strictly prohibited**, including unauthorized copying of copyright-protected material in any format, or creation and transmission of threatening, harassing, defamatory, or obscene materials.
- I will observe the policies specified in the *Big Rapids Community Library's Acceptable Use of the Internet Policy*
- I have read these policies and I understand that violation of these policies may result in revocation of my library privileges.
- A \$100 lost fee will be assessed for a hotspot not returned or damaged.
- a \$300 lost fee will be assessed for a Chromebook/iPad/Mac not returned or damaged.
- *The equipment and services funded by the federal Emergency Connectivity Fund (ECF) can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet. By signing this statement, I declare I do not have access to such equipment or services.*

I have read and understand all the statements listed above and I agree to abide by these terms and conditions of use.

Signature _____ **Date** _____

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Office Use Only

Today's Date: _____

Staff Initials: _____

Agreement Exp Date: _____ enter due date _____ Staff Initials _____

STAFF PROCEDURES

- Scan the customer's Library Card - make sure it is valid.
- **Verify** the customer's address, phone number, email address etc. is current
- Give customer a Device User Agreement to sign.
Signed Device Agreement expires *(insert due date)* & your **Initials** (For example: **Signed Device Agreement exp. 11/10/22 LEP**)
- Check out the device/hotspot to the customer's library card.
- Hit PRINT for receipt- and give to customer
- Place signed Device Agreement in binder – Do not discard.