



Technology Take Home Program Borrowing Agreement

By checking out a laptop, a Kindle, or a Wi-Fi hotspot, you assume responsibility for any loss, theft, or damage while it is checked out to you. If loss, theft, or damage occurs to any part, **you will be responsible for the replacement costs.** Ask our staff for an itemized costs list.

Technology Check out

- The **checkout period is 21 days.**
- **1 renewal** is allowed if there are no active holds. Holds may be placed.
- The **late fee is \$1 per day, per item.**
- Cardholders may have only 1 laptop or 1 Chromebook, 1 hotspot, and 1 Kindle checked out at a time.

Technology Borrowing Rules

- Cardholders must complete and sign this Technology Borrowing Agreement.
- Violation of the Library Computer and Technology Use policy, or these rules, may result in revoked technology borrowing privileges.
- Cardholder must be at least 16 years old.
- Cardholder account must have a regular account¹ and be in good standing².
- Keep the devices clean and dry. Do not eat or drink around them.
- Software, passwords, and settings should not be deleted or changed.
- Any work or files will be erased upon reboot of the laptop. Save your files by emailing them to yourself or saving them to a flash drive or other external device.
- Technology items must be returned to the Cornelius Public Library. Please return them directly to staff. **DO NOT** return to other Washington County Libraries.
- Library staff are available for limited assistance with this technology.
- Overdue devices may be remotely disabled (hotspots and Chromebooks) when the items are in "lost" status.
- The Internet is not a secure medium. Entering any personal information is at your own risk.
- Wireless printing is available through WCCLS website: <https://www.wccls.org/printfromanywhere>.

My signature below indicates that I have read and agree to the terms of the Technology Borrowing Agreement. I acknowledge that I have received this equipment in good condition and that all parts are present.

| | |
|---------------------|---------|
| _____ | _____ |
| Print name | Phone # |
| _____ | _____ |
| Signature | Date |
| 236140 | _____ |
| Library Card Number | Email |
| _____ | _____ |

Staff Use Only Staff Initials _____ Record ID _____

- Age 16 or over.
- ¹ Patron code is general, non-resident paid, or staff ONLY i.e. "Regular Account."
- ² Account is in good standing:
 - account is at least 90 days old
 - address and phone number are current
 - charges are under \$20.00
- Check patron notes to see if patron has already signed a Technology Borrowing Agreement:
 - If not, have patron sign this agreement and **give them a copy.**
 - Then enter a note in patron record: "*date. Technology Agreement on file. Your initials.*"
- Verify with patron that all parts are present.
- Check item out to patron.
- Desensitize RFID tag on contents tag.