



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** as follows:

Laptop (3 weeks)		Kindle (3 weeks)		Wi-Fi Hotspot (1 week)	
Lenova ThinkPad	\$270.00	Kindle Paperwhite	\$90.00	Hotspot	\$15.00
Power adapter & USB cable	\$15.00	Power adapter & USB cable	\$20.00	Power adapter & USB cable	\$20.00
Mouse	\$10.00	Kindle cover	\$10.00	Contract	\$10.00
Carrying case	\$25.00	Carrying case	\$12.00	Carrying case	\$15.00
Maximum fine	\$5.00	Maximum fine	\$5.00	Maximum fine	\$5.00
Total	\$325.00	Total	\$137.00	Total	\$65.00

Technology Borrowing Rules

- Cardholder must be at least 16 years old.
- Cardholder account must have a regular account¹ and be in good standing².
- Cardholder must complete and sign this Technology Borrowing Agreement.
- Cardholder may have only 1 laptop, 1 hotspot, and 1 Kindle checked out at a time.
- Keep the devices clean and dry. Do not eat or drink around them.
- Software, passwords, and settings should not be deleted or changed.
- Violation of the Library Computer and Technology Use policy or these rules may result in revoked technology borrowing privileges.
- Library staff is only available for limited assistance with this technology.
- 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>.
- Any work or files will be erased upon reboot of laptop. Save your files by emailing to yourself or saving to a flash drive or other external device.
- The **checkout period is ____ days**, renewals allowed (if no one is waiting with a hold), holds may be placed.
- The **late fee is \$1 per day**.
- Technology items must be returned at the Cornelius Public Library. Please return directly to staff. **DO NOT** return to other Washington County Libraries.

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 236140	Date
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.