

# **Benbrook Public Library Technological Devices Borrower Agreement**

This agreement details the terms and conditions of borrowing Benbrook Public Library's circulating technological devices (hereafter referred to as "devices"). The devices covered by the agreement are Wi-Fi hotspots, 2-in-1 laptop computers, Chromebook and Wi-Fi hotspot combos, and Roku Streaming Sticks.

## **Requirements for Use of Devices**

- Borrower must be eighteen (18) years of age or older.
- Borrower must present a current and valid Benbrook library card in good standing.

## **Borrower Responsibilities**

- The Borrower is financially responsible for loss, theft, or damage to the devices.
- The Borrower is responsible for returning the devices and accessories in the same order and condition as received. This includes NOT changing settings or otherwise altering the devices. If a device is lost, stolen, or damaged while on loan, the Borrower is responsible for reimbursing the Benbrook Public Library for repair or replacement costs, as determined by Library staff.
- The Borrower is responsible for keeping the devices secure at all times during the loan period.
- The Borrower is responsible for immediately informing a library staff member of any problems with the devices.
- The Borrower is responsible for adhering to the Library's Internet Use Policy, Wireless Network Terms of Use, and this technological devices policy. All policies may be found on the library's website: <http://www.benbrooklibrary.org>

## **How to Borrow Devices from the Library**

- Approach the Circulation Desk with a valid Benbrook Library card.
- Devices and their accessories are available for use on a first come, first served basis.
- Devices circulate for a period of three weeks. One renewal is allowed on laptops and Roku streaming sticks, pending holds by other patrons.
- A maximum of one of each device type named in this policy may be checked out by a cardholder at any given time.

## **How to Return Borrowed Devices:**

- Devices must not be left unattended at the Circulation Desk; they must be handed directly to a Circulation Desk staff member.
- Devices are considered lost if not returned within 72 hours of their due date; the Borrower will be billed for the repair or replacement if a device is returned damaged or with missing parts.
- Devices will be inspected after checked in and removed from the Borrower's account. The Borrower understands charges for lost or damaged devices may be applied up to 72 hours after returning the device to the library.
- The Borrower agrees to pay the Benbrook Public Library upon demand for the costs to repair or replace devices or their accessories. Substitutions are not authorized as a replacement for lost or damaged devices.

This policy is subject to change. The official copy is posted to the library's website.

*If borrowing a Wi-Fi hotspot, I agree to comply with all of the following conditions:*

I will comply with all state and federal laws and the Benbrook Public Library Internet Acceptable Use Policy (available on request). I understand that open, unsecured wireless network “hotspots” are freely and easily accessible with little regard to who is using the network at any time. Due to this inherent insecurity, I will not hold the Benbrook Public Library responsible for data loss, breach of confidential information, or interception of any confidential information that may be the result of malicious activity by another wireless user, website, or software on any given wireless user’s PC. Wireless hotspot users are cautioned against using online banking, auctions, email and any other type of Internet-based activity that exposes clear text user names and passwords.

*For all technological devices, I agree to comply with all of the following conditions:*

I understand and acknowledge that the Internet contains images and content that may be offensive or harmful to me or to others. I release the Benbrook Public Library from all liabilities associated with the viewing of, use of or exposure to any information, picture, graphical representation or illustration I may encounter while using this wireless connection, regardless of whether the information appears on or is delivered through the station I operate or any other wireless user operates.

I will not violate any state or federate statute including those regarding obscenity, pornography and the delivery of any such material to minors.

I understand that I create, store and use the personal data (including all files, folders and media) on my PC or other Internet enabled device at my own risk and that the Benbrook Public Library is not responsible for the loss of any personal data (including all files, folders and media).

I understand and accept that my failure to comply with this Benbrook Public Library Technology Borrower Policy may result in suspension of my Internet privileges at all partner libraries or other appropriate legal action.

I understand that if I lose or damage the device, the replacement cost will be as follows:

Wi-Fi Hotspot		2-in-1 Laptop Computer		Roku Streaming Stick		Chromebook/Hotspot Combo	
Item Description:	Cost:	Item Description:	Cost:	Item Description:	Cost:	Item Description:	Cost:
Hotspot	\$25	Laptop & charging cable	\$175	Streaming Stick	\$50	Chromebook	\$200
Charging cord	\$5	Mouse	\$15	Remote control	\$20	Hotspot & accessories	\$35
Charger	\$5	Carry case	\$15	USB cable/adaptor	\$10	Laptop charger	\$25
Two info booklets	\$1	8 GB USB stick	\$4	Carry case	\$10	Mouse	\$15
Packaging	\$1			HDMI extender	\$5	Carry case	\$15

Replacement costs will apply up to 72 hours from the due date. I understand that in the case of Wi-Fi hotspots, service to the device will be discontinued should the item become overdue.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature