



Wood Library Laptop Kit Lending Agreement

Please read carefully and sign

1. Guidelines for Borrowing & Use:

- Laptop kits may only be checked out and returned at the Circulation desk. DO NOT RETURN LAPTOP KITS IN THE BOOK DROP OR TO ANOTHER LIBRARY. Patrons will be charged \$125 and risk being barred from the program for failure to comply.
- Borrowers must be at least 18 years of age, have had a valid Library Card for at least 90 days and be in good standing with the Library (i.e. current address and phone number on file and no outstanding fines over \$5.00). Valid photo ID must be presented at checkout, no exceptions..
- Borrowers must read, understand, and sign the Laptop Kit Lending Agreement at the Circulation Desk in the presence of a Library staff member every time a Laptop Kit is checked out.
- There is a 30-day loan period for Laptop Kits.
- Laptop Kits may not be renewed and must be available to other patrons for at least 48 hours before the same household can check them out again.
- Borrowers, along with a Library staff member, will verify that all accessories are present at the time of checkout and check-in (case/backpack, device, power adapter, instructions).
- One borrower per household.
- Laptop Kits must be returned with at least minimal battery charge for the check-in inspection.

2. Fines & Liability:

- An overdue fine of \$25.00 per day will be charged for every day the Laptop Kit is past due, up to the full replacement cost of \$1005.00. If not returned, the full amount will be charged. Hotspots will also be deactivated, rendering the device unusable.
- Replacement fees will be charged for any items not returned or returned damaged. Replacement costs are as follows:

Laptop	\$765
Backpack	\$30
Laptop Charger	\$30
Improper Return Fee	\$125
Hotspot	\$80
Hotspot Case	\$20
Sim Card	\$25
USB Charger	\$10
Wristlet	\$5

3. Proper Care & Use:

- As with any electronic device, do not leave any equipment in a hot vehicle for an extended period of time. Please store in a temperature-controlled environment.
- These devices are only to be used for academic purposes. NOTE: documents cannot be saved to the laptops. Data files should be saved on Google Drive or flash drives. Any personal documents that may have been saved to the laptops will be permanently erased after the laptop restarts. Users may not alter, change, or modify any configuration settings of any software pre-installed on the laptops. The Borrower is responsible for any software downloads that maliciously damage the existing configurations of the system.
- Borrowers are expected to utilize the devices in a way that minimizes the likelihood of damage, loss, and theft. By borrowing and initiating use of the Library's Laptop Kits, the Borrower agrees to abide by the Library's policies and rules, and agree to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the laptops and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.
- Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of the service area will be the responsibility of the Borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expenses resulting from the use of the Laptop Kit.
- Do not remove the SIM Card for any reason.
- If the Hotspot prompts you to update its software you may accept. Software updates should only take a few minutes.
- If your device displays a message reading, "Data Limit Reached," try turning the device off for a few minutes and then restart. Periodically, there will be heavy network congestion and you might have to wait until the congestion period is over before the device works properly.
- Do not leave the Hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the Hotspot fully charged.

The Library reserves the right to:

- Deactivate and recall devices in Laptop Kits for reasons including but not limited to: overdue status, misuse, and necessary maintenance.
- Reduce or forgive fees for overdue Laptop Kits.
- Prohibit individual patrons from borrowing Laptop Kits due to misuse, damage, habitual failure to return Kits on time, or general failure to comply with this policy.

Disclaimer:

The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet. Laptop users are encouraged to follow safe Internet practices. Wood Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited. Patrons must abide by the Wood Library Access to Electronic Information Policy (found on the library's website).

This is a copy of the agreement you signed at Wood Library when picking up your device.