



National City Public Library

Tech To Go Program

Technology Device Checkout Policy and User Agreement

As part of its assistive technology program, **National City Public Library** offers equipment loan to patrons who want to check out a tech device (laptop + accessories and/or hotspot) to use offsite. Tech devices are available on a first-come, first-served basis to 18-year-old-and-over borrowers with a library card in good standing and a current government-issued photo ID.

To checkout a tech device, patrons agree to the following:

Tech Device Borrowing Policy

- I understand that the device is for the **SOLE** use of the borrower for educational purposes only.
- Upon check out, I will immediately inspect the tech device and agree that it is in good condition. While the device is in my care, I further agree to report to National City Public Library (619-470-5800) immediately if the tech device is malfunctioning, damaged, lost, or stolen.
- I understand that I am required to return the tech device by handing it *in-person to the Circulation Desk* on the library's main floor by 7:00 pm on the due date of _____.
- Upon return of the device, I understand I can check out another device if I still need it.
- Late fee charge: \$3.00 per day.

Tech Device Borrower Responsibilities

- I understand any use of the tech device 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 material.
- I understand that I am solely responsible for protecting my personal information and safeguarding my online privacy as Internet sites may track their visitors. I understand it is my responsibility to log out of any application and remove personal data from the tech device prior to its return to the Library. I also understand that all my stored data on the device, if any, will be erased upon check-in at the Library.
- I understand that the Library assumes no responsibility for the loss and compromise of information transmitted across the connection or any damage to or loss of data on personal storage device.
- I further understand that the Library is not responsible for any liability, damages, or expenses resulting from use of the tech device, connection of the tech device to other electronic devices or hotspots, or data loss resulting from the use of the tech device.

Damage or Loss of Equipment

- I agree to accept full financial responsibility for failure to return the tech device and accompanying accessories (charging/power cords, cases, etc.), loss of, and any damage incurred to the device while in my care. I will be charged for replacement cost as follows:
Laptop/Chromebook: \$500. Hotspot: \$75. Accessories: up to \$45.

By signing below, I have read, understand, and agree to all the terms and conditions stated above as well as any other policies the National City Public Library has placed on electronic device checkouts.

Borrower's Name: _____

Signature: _____

Library Card Number: _____

Date: _____

For Staff Use:

Devices checked out:

Laptop

Hotspot

Serial #: _____

#: _____

This agreement is specific to the tech device(s) checked out as recorded above by the borrower for the loan period specified in this agreement. Each checkout requires a different agreement, which will be kept on file until the device is returned and verified that it is in the same working condition as at checkout.

Staff Initials: _____