

## **Pease Public Library Technology/ Lending Technology Policies**

The Pease Public Library has iPads, mobile hotspots, and Chromebook computers available for checkout. This NH Humanities grant funded lending program is designed to make this important technology available to those who would otherwise be unable to access the internet at home. This lending program helps connect members of the community to important resources and services even when the library building is closed.

Circulation of technology requires patrons to understand and adhere to the terms and conditions of this borrowing privilege and to agree to the terms and conditions set forth in this policy.

### **Circulation of Technology**

Chromebooks, hotspots, and iPads may be borrowed by Pease Public Library cardholders ages 18 and older with an existing active library card in good standing. All patrons must provide proof of identification at the time of checkout in the form of a driver's license or similar ID. Technology is available on a first-come, first-served basis. Checkout of library technology is limited to one Chromebook, one hot spot, and one iPad per household at any given time.

The loan period is 2 weeks. Up to 2 renewals are available so long as there are no holds on the item(s).

The first time a patron checks out a laptop, tablet or hotspot, they must agree to the library's Technology Lending Policy and sign the Technology Lending Agreement form. Once a Chromebook, hotspot, or iPad is checked out to a patron, it becomes the responsibility of that patron per the Technology Lending Agreement.

### **Responsibility of The Borrower**

Patrons are responsible for the technology (Chromebooks, hotspots, iPads) while it is checked out to them. Devices must be returned in the same working order and condition as when they were received. No additional software may be downloaded or installed on the Chromebooks, hotspots, or iPads, nor should any changes be made to their system configurations. Any loss of, or damage to, the technology must be reported to the library immediately. Borrowers should not attempt to troubleshoot problems on the technology and should instead call the library for help.

**Library Chromebooks, hotspots, or iPads loaned or used in the Library may not be used to violate Federal, State or local laws or regulations or for unauthorized copying of copyright-protected material in any format, or transmission of threatening or harassing materials.**

Destruction, theft, alteration, or any other form of sabotage of the Library's computers, programs, software, hardware, networks, websites, files, data, and other communications equipment and resources is prohibited and will be investigated and prosecuted to the fullest extent of the law.

Any form of tampering, including, but not limited to, snooping, drilling down, or hacking, or introducing malware or spyware is strictly prohibited.

Use of any Library resources for illegal activity is grounds for immediate and permanent loss of Library privileges. **The library is not liable for patron violation of any of the terms of this agreement. The Library reserves the right to report violations to law enforcement authorities and will cooperate with any legitimate law enforcement investigation.**

Chromebooks, hotspots, and iPads must be returned **in person** to the circulation desk and may not be returned in the book drop. Any patron who returns a device in the book drop and the device is damaged will incur the replacement fee for the device.

The overdue cost for each item borrowed is \$5.00 per day. If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.

Borrowers wishing to save files or data on a Chromebook or iPad must save them to personal data storage areas, such as a USB thumb drive, in a personal email account, or on the internet (in the cloud). All personal files will be removed upon the device's return.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded or saved content on Chromebooks or iPads.

Keep the Chromebook, hotspot, and/or iPad in a clean, dry, dust-free place, safe from rapid temperature changes and humidity.

### **Loss or Damage**

The borrowing patron is responsible for the cost of repairing or replacing a damaged, lost, or stolen device. Replacement cost will be based on current market value at time of replacement. Borrowing patrons will not be held liable for damage that the Library judges to be the result of normal wear and tear.

The Library reserves the right to refuse service to patrons who abuse equipment or who lose borrowing privileges based on the library's Circulation Policy.

**CAVEAT: Library patrons who wish to borrow technology which provides access to the Internet are expected to be responsible adults who understand the legal limitations of legitimate use of this technology and also understand the potential financial responsibility they are assuming when borrowing this equipment. Patrons must also recognize the potential significant consequences of violating this Technology Lending Agreement.**

## Technology Lending Agreement

I have read and agree to adhere to all policies in Pease Public Library's Technology Lending Policy and will assume all risks and responsibilities as provided in the Policy and will assume all costs associated with damage to or loss or theft of the technology while it is in my possession.

I understand that **any use of a Chromebook, hotspot, or iPad that violates Federal, State or local laws, unauthorized copying of copyright-protected material in any format, or transmission of threatening or harassing materials, or any other violation outlined in the "Responsibility of the Borrower" section of this policy is strictly prohibited.**

Violation of any of the policies outlined above may result in limited suspension, or permanent termination of borrowing privileges as determined by Library Director and/or the Library Board of Trustees.

Included at Checkout for Hotspot:

- Case
- Charging cable
- Hotspot device
- Information sheet

Included at Checkout for Chromebook:

- Case
- Power Cord
- Wireless Mouse
- Chromebook
- Information Sheet

Included at Checkout for iPad:

- Case
- Power Cord
- iPad
- Information Sheet

All patrons must provide proof of identification in the form of a driver's license or similar ID

ID presented:

Patron Signature:

Patron Card Number:

Date:

Staff initials:

Hotspot Checkout:

Item	Checked Out	Date		Returned	Date
Hotspot Case					
Hotspot					
Information Sheet					
Charging cable					

Staff Initials:

Patron Initials:

Chromebook Checkout:

Item	Checked Out	Date		Returned	Date
Chromebook Case					
Chromebook					
Information Sheet					
Power cord					
Wireless Mouse (mouse + USB connector)					

Staff Initials:

Patron Initials:

iPad Checkout:

Item	Checked Out	Date		Returned	Date
iPad Case					
iPad					
Information Sheet					
Power cord					

Staff Initials:

Patron Initials: