

## **ELECTRONIC DEVICE AGREEMENT FORM**

My signature below indicates that I am 18 years of age or older and have read the Electronic Device Use Policy and Electronic Device Agreement Form and that I agree to abide by these conditions of use when checking out an Electronic Device from the Mildred Whipple Public Library:

1. I understand I will need to complete an Electronic Device Agreement form with each checkout, acknowledging financial responsibility for lost or damaged equipment.
2. I agree to accept FULL responsibility for the Electronic Device while it is checked out to me.
3. I will not tamper with the Electronic Device or its accessories in any way, including (but not limited to): attempting to add or remove titles or features, change device settings, or attach any equipment not provided by the Library or not designed for use with the Electronic Device.
4. For Kindles: I will use the provided wall plug and USB cord to charge the Kindle; I will not use the USB cord to attempt to charge the Kindle from a personal computer or device.
5. I will not place the Electronic Device in the library's book drop, but will return the Electronic Device and all accessories to the Circulation Desk of the Mildred Whipple Library. If I place the Electronic Device in a book drop, I will be subject to financial penalties and will not be allowed to check out an Electronic Device in the future.
6. I will pay a late return fee (\$2.00 per library open day for Kindles, \$5.00 per library open day for laptops) if I fail to return this Electronic Device to the Circulation Desk by the due date.
7. I accept full financial liability for the Electronic Device and accessories, while in my possession.
8. I agree to pay all costs associated with damage to, loss of, or theft of the Electronic Device while it is checked out to me. (\$165.00 total for Kindles and accessories, \$670.00 total for laptops and accessories, plus any accrued late return fees).
9. I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the Electronic Device and that my record will be submitted to collections within 30 days.
10. I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the North Douglas Library District and will be added to my library record.
11. I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing an Electronic Device.

Patron Name: \_\_\_\_\_ Driver's License: \_\_\_\_\_

Patron Address: \_\_\_\_\_

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Patron Library Card Number: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*The check out limit is one Electronic Device per household at any given time. The District reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning Electronic Devices or who places the Electronic Devices in the book drop.*