

# Mobile Device Borrowing Agreement

To borrow a mobile device (laptop, Chromebook, and/or mobile hotspot) from the Library, you must agree to the following terms:

## Checkout and Return Procedures

- Devices can only be checked out by an adult (18+) with a Richmond Public Library account in good standing.
- All devices are designated for a 28-day loan period and can be renewed up to two (2) times if other patrons do not have a hold on the item.
- Devices may be checked out and returned to the circulation desk.

## **DO NOT RETURN MOBILE DEVICES IN A BOOK DROP**

**All devices must be returned in-person before the library closes on the date due.**

## Use Policy, Files and Removable Media

- I agree that by using a Library mobile device, I will adhere to the Library's Acceptable Use Policy and Internet and Electronic Information Policy, as well as all applicable local, state, or federal laws.
- I understand that the Library is not responsible for damage to files or removable media caused by viruses that may exist on the network or spread through the network.
- I understand that the Library is not responsible for any damage caused by use of a power supply or charging unit on non-Library owned equipment.
- I agree to save my files to removable media or online storage rather than the laptop's hard drive.
- I understand that all files saved on the laptop are erased when the laptop is restarted.
- I understand that the Library is not responsible for any personal data left on a device.

## Failure to Return, Damage, Charges

- I agree that I am responsible for and will have my Library account charged the full replacement cost of the device if it is not returned by the due date.
- I understand that mobile devices lost or not returned will be disabled and/or wireless service will be terminated, rendering them unusable.
- I agree to use ONLY the given power supply/charging unit with the Library device.
- I agree I will notify Library staff immediately if devices are damaged or defective upon receipt.
- I understand that I am personally responsible if the device is lost, stolen, or damaged.
- I agree to pay all repair/replacement costs resulting from damage or loss (including theft) of the device while it is checked out in my name.
- I understand that lost, stolen, and unreturned devices will be charged at the greater of full replacement cost or:
  - Laptop: \$440
  - Chromebook: \$330
  - Hotspot: \$198

My signature below confirms that I have read the Mobile Device Borrowing Agreement and I agree to abide by the terms. This agreement shall become effective as of the date of its execution and shall continue in effect for a period of one (1) year from the date of execution.

**Name (please print):** \_\_\_\_\_

**Library Card Number: 2 1 1 4 3** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date of Execution:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Staff Initials** \_\_\_\_\_