



Electronic Device Checkout Guidelines

The Stillwater Public Library is piloting a technology lending program to patrons to access the internet for education research, programs, classes, and communication.

The library does its best to provide clean secure, and fully functional equipment, but is not responsible for charging devices or unforeseen hardware or software failure. Performance of the devices may vary depending on location and internet coverage in the area.

The library's hotspots use the Sprint/T-Mobile network. Hotspots are an open wireless connection and have been set up with built in filtering to comply with the Child Internet Protection Act (CIPA). The library is not responsible for information accessed using this device or for personal information shared over the Internet. Users are encouraged to follow safe Internet procedures and must agree not to use devices for activity that violates federal, state, or local laws.

The Stillwater Public Library will not be held responsible for damages of any kind, including, but not limited to lost or stolen data, damage to personal devices or software, and/or misuse of the Internet by any connected user as a result of using one of the library's devices.

BORROWER REQUIREMENTS

- Be at least 18 years old and present a photo ID.
- Have a current library card with full borrowing privileges and have less than \$5.00 in fines. Borrowers with temporary library cards cannot borrow electronic devices.
- Accept responsibility for the use of the device(s) by minors while item(s) are checked out.
- Complete and sign this document and agree to abide by library guidelines, policies, and procedures.

BORROWING DETAILS

- The lending period is one week.
- Devices can be renewed once for one additional week as long as there are no holds on a device by another library user.
- Holds may be placed on devices if none are available for checkout. Once a patron is contacted, the device will be held until close the following day.
- Only one of each type of device can be checked out on a library card at any given time, and only one type of each device can be checked out per household. For example, a patron or household may borrow one hotspot and one tablet, but cannot borrow two tablets or two hotspots.
- Devices are trackable. If devices are not returned three days after the due date, they will be locked and/or have internet access turned off, rendering them unusable.
- Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while it is in their care.
- Borrowers will not tamper with the hardware or existing software.
- Borrowers are responsible for removing, transferring, and/or saving any documents, files, software or apps used on library equipment before returning it. All created files will be wiped clean once devices are checked in and cannot be retrieved by library staff.
- Devices must be stored in a temperature controlled environment (for example - not left in vehicles during extreme temperatures) and kept away from water, dirt, and other elements.

- Devices must be returned inside the library to a staff member at the library's Check Out Desk. They cannot be returned in book drops (outdoor or indoor).
- The library's Public Computer Use policy applies to electronic devices. Borrowers agree to abide by the policy.

OVERDUES AND FINES

- Patrons will be charged \$1.00 per day for every day the device is late.
- **Patrons will be charged a replacement fee for lost or stolen device(s), plus any additional collection fees.**
- Patrons will also be charged for missing USB cords, charging cords, cases, and/or other missing peripherals.

DAMAGED AND LOST DEVICES

- Borrower is responsible for damaged and/or missing pieces of the lent items. Borrower agrees to remit the cost of damage and/or replacement costs. The library will not accept replacement devices or accessories purchased by patrons in lieu of paying replacement charges. Item costs are listed below:

Samsung Tablet Tab A	\$150	<input type="checkbox"/>
• Charger	\$15	<input type="checkbox"/>
• Protective Case	\$15	<input type="checkbox"/>
• Plastic Carrying Case	\$5	<input type="checkbox"/>
ENTIRE KIT COST	\$185	

Franklin T9 Mobile Hotspot	\$80	<input type="checkbox"/>
• Charger	\$15	<input type="checkbox"/>
• Case	\$15	<input type="checkbox"/>
• Battery	\$15	<input type="checkbox"/>
• SIM Card	\$5	<input type="checkbox"/>
ENTIRE KIT COST	\$130	

- If devices are not returned, or are returned damaged (without paying for damages) all borrowing privileges and library computer use will be suspended. Accounts may also be turned over to a collection agency.
- Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged devices or equipment.

I have read, understand and agree to the above guidelines. I understand that any Internet or device use contrary to the policy outlined above will result in loss of borrowing privileges.

Name (Printed) _____ Phone _____

Address _____

Borrower Signature _____ Date _____

This activity is supported by the Institute of Museum and Library Services (IMLS) and the Oklahoma Department of Libraries. The opinions and content of activities and materials do not necessarily reflect the position or policy of the Oklahoma Department of Libraries or IMLS, and no official endorsement should be inferred.

STAFF INITIALS:			
ITEM TYPE (Circle):	Hotspot	Tablet	ITEM #s:
			DUE DATE: