

## MOBILE DEVICE LENDING GUIDELINES AND AGREEMENT

### Guidelines for Borrowing and Use

- Mobile Devices (Hotspots, Laptops or Tablets) lent out by the Library, may only be checked out from a Service Desk OR Mobile Services Vehicle (MSV).
- A valid Sacramento Public Library card with current address and no outstanding fines above \$5.00 is required to borrow a Mobile Device.
- A valid government issued ID with picture and current address must be presented. Library personnel will make a photocopy and retain with this agreement for one year, prior to Mobile Device checkout. If the address on ID and account do not match, you will be asked to validate your account by bringing proof of address.
- Borrowers must be 18 years old or older. Borrower's ages 13 to 17 must have a Mobile Device Lending Agreement signed by the parent/guardian on file prior to their first checkout.

### Time Limits and Availability

- Laptops and Tablets-In branch use only.
  - May be borrowed for up to four-hour intervals, and may be renewed up to two times in a single day, unless another borrower is waiting. Devices must be renewed and returned in person at the service desk. Devices must be returned to the service desk at least thirty (30) minutes prior to library closing, even if this does not allow for the entire four-hour loan period. The laptop must be returned with the power on.
- Hotspots-Check-out from MSV
  - May be borrowed from a MSV for 4 week intervals, and may be renewed at a Service Desk or MSV. Customers may borrow only 1 Hotspot at a time.

### Fines and Liability

- There are no fines for hourly borrowing of devices. However, the borrower is solely responsible for the Mobile Device and will be billed for reasonable repair or replacement costs associated with damage or loss of Mobile Devices and/or peripherals due to neglect or abuse and for the full cost of the device if lost or stolen.
- A list of the replacement costs of Mobile Devices is maintained by the Library and is available upon request.
- The responsibility to protect against loss is the borrower's.
- Sacramento Public Library is not responsible for the loss of any data while using this equipment.
- WARNING: Penal Code 490.5(a) provides that upon conviction for petty theft involving a book or other library materials taken from a library facility, a person shall be punished by a mandatory fine of not less than \$50 and not more than one \$1,000 for each such violation; and may also be punished by imprisonment in the county jail, not exceeding six months, or both such fine and imprisonment. Initial here: \_\_\_\_\_

### Proper Care and Use

- As with any Mobile Device, use care when handling.
- Return the Mobile Device with all parts and components.

## MOBILE DEVICE LENDING AGREEMENT

### I agree:

- To abide by Sacramento Public Library's Mobile Devices Lending guidelines as stated above.
- To pay an overdue fine as stated above if the Mobile Device is returned late.
- To pay full repair and/or replacement costs should the Mobile Device or components of the Mobile Device be stolen, lost, not returned or damaged.
- To hold harmless the Sacramento Public Library Authority, and/or its employees, agents or representatives, for any damage to any disk, computer, device, or for any loss of data, damage or liability that may occur from use of these devices, or malfunctioning library hardware or software.
- To take appropriate caution with personal information while using library mobile devices. The library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy.

### Device Checked Out

- Hotspot
- Tablet
- Laptop

I have read the entire document and my signature below indicates my agreement with the above statements.

Date: \_\_\_\_\_

Borrower's Printed Name: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Parent/Guardian's Printed Name (if borrower is a minor): \_\_\_\_\_

Parent/Guardian's Signature (if borrower is a minor): \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

I understand as a parent or guardian that I am responsible for my child if the mobile device is damaged, lost or stolen, and enter into this agreement on their behalf.