

## Hart County Library

### Technology Lending Policy and lending agreement (Wireless hotspots, et al.)

Approved by Hart County Library Board of Trustees – March 14, 2023

Policy updated/approved by Hart County Library Board of Trustees – June 28, 2024

Please read and sign this document. Staff will provide you with a copy.

The Hart County Library has established a lending procedure to provide patrons in our community with the technology they need to be successful in today's high-tech society.

Wireless hotspots are portable, rechargeable devices that connect laptops, smartphones, tablets and other devices to the internet. Note that more than one device can be connected to the hotspot.

#### Rules of Conduct

- Device checkouts are intended for short term use.
- Devices are available on a first-come, first-served basis. They may not be reserved.
- Devices should be kept in a temperature-controlled environment; do not leave them in a car.
- Patron must be 18 years of age or older and must read and sign this agreement in the presence of a library staff member each time a device is checked out.
- A valid ~~Hart County Library issued library card~~ PINES and a current government-issued photo ID must be presented at the time of checkout.
- Patron must be in good standing with the library, with a current address on file and less than \$10.00 in ~~no~~ fines.
- Devices must be returned to a library staff member during open hours to the library where they were checked out.
- Devices are checked out for 2 weeks with no renewals. Overdue devices will be deactivated remotely.
- A returned device must remain in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- **A returned device must remain in the library for a day before it can be checked out again.**
- After two instances of overdue devices or after a two-week overdue device, there will be a three-month suspension from checking out any technology.

***NOTE TO PARENT/GUARDIANS: Internet content filtering is NOT provided through the Mobile Hotspot. Patrons access the internet at their own discretion. Although many valuable sources of information are available via the internet, the Library can neither verify the accuracy nor control the content of material found. Patrons may find that some websites contain material they consider offensive or inappropriate. Parents and/or guardians are strongly encouraged to monitor their minor children's use of electronic resources, including electronic mail, and to establish guidelines consistent with person and individual family values and boundaries.***

#### Fines and Liability

- The overdue fine for devices is \$5.00 per day.
- If a device is overdue over two weeks, the patron will be charged the full replacement cost.
- Patron will be charged \$10 for a device returned to a book drop or to another library.
- The patron is responsible for costs associated with loss, damage or reactivation for devices and/or peripherals.

**Technology Lending Agreement – Hart County Library**

**DATE/TIME:** \_\_\_\_\_

Library staff have informed me of the loan requirements and I have agreed to these requirements, including whether the item is:

- Library Use Only or is able to be removed from library premises
- What the loan period is
- What the late fees are
- What the maximum charges could be for damages to the item under my care.

I agree to:

- Abide by the Hart County Library Technology Lending Policy.
- Pay an overdue fine if the technology item is returned late.
- Pay full replacement costs should any device or any peripheral be stolen, lost, or damaged.
- Use reasonable care to prevent damage to the borrowed device and assume full financial and personal responsibility for any risks of loss or damage that may be sustained as a result of any act of negligence by me.

I hereby release, waive, discharge, and agree to hold harmless for any and all purposes, Hart County Library, its elected officials, officers, directors, agents, trustees and employees from any and all damages, losses, liabilities, claim of bodily injury or personal injury (including death or identity fraud), that may be sustained during my use of the borrowed device. Hart County Library is not responsible for breach or interception of confidential information, nor for images or content that may be offensive or harmful to some, and is released from all liabilities related to viewing of/exposure to any images or content.

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

**Print Name:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Library Card Number:**

\_\_\_\_\_  
**Address and phone number:**

\_\_\_\_\_  
**Email Address:**

\_\_\_\_\_  
**Item barcode and due date:**

***I understand that a Mobile Hotspot does not provide content filtering.***

\_\_\_\_\_ **Patron Initials**

***I agree that the device is in working condition upon checkout.***

\_\_\_\_\_ **Patron Initials** + \_\_\_\_\_ **Staff Initials**