

**Hart County Library**  
**Technology Lending Policy and lending agreement (GPLS Launchpad devices)**  
**Approved by Hart County Library Board of Trustees – June 28, 2024**

Please read and sign this document.

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.

**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 PINES library card 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.
- 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 1 week with no renewals.
- ***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.

**Fines and Liability**

- The overdue fine for devices is \$1.00 per day.
- If a device is overdue over two weeks, the patron will be charged the full replacement cost.
- Patron will be charged \$5.00 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.

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 serial number (if applicable):** \_\_\_\_\_

**Due date:** \_\_\_\_\_