**TABLET LENDING AGREEMENT**

The Nevada Public Library makes tablets available to adult cardholders in good standing to facilitate access to the internet to reach to their educational, informational, and recreational goals.

Procedure:

1. Tablets may be checked out by cardholders who are residents of Nevada or rural Story County. Cardholders must be eighteen (18) or older and must have a library card in good standing (no missing items or fines over $10.00).
2. Tablets will circulate for one week (7 days) and may not be renewed.
3. Tablets may be placed on hold if currently checked out by other patrons. They will be provided when available and specific dates cannot be guaranteed.
4. There is a limit of one (1) tablet per card.
5. Tablets must be returned on time. Overdue tablets will accrue fines at a rate of $5.00 per day with a maximum of $25.00 in fines. **Initial \_\_\_\_\_**
6. Service to tablets will automatically be turned off by the library once the item is one day overdue. The tablet will be unusable once deactivated. **Initial \_\_\_\_\_**
7. In the event that a tablet is overdue and must be deactivated, a reactivation fee ($15.00) may be charged to the borrower. **Initial \_\_\_\_\_**
8. Tablets more than 7 days overdue will be assumed lost and the borrower will be charged the replacement fee ($100-200) and may be subject to a reactivation fee ($15.00) upon return. **Initial \_\_\_\_\_**
9. To ensure the tablet's safe return, we encourage the cardholder to return it in person to the library circulation desk. However, to allow for afterhours returns when needed, tablets may be returned in the drop box, but risk of damaging the device increases by doing so and the patron assumes responsibility for any damage incurred through this return method. **Initial \_\_\_\_\_**
10. The borrower assumes full responsibility for the cost of repair or replacement if the tablet and/or accessories are lost or damaged and rendered inoperable. Borrowers who return tablets with damage that renders them inoperable will be charged the full replacement fee ($100-200). Borrowers who return tablets with missing accessories (case, charging cable) will be charged market value for replacement. Borrowers who return tablets missing library materials (bag/barcode, instructions, procedures, policies) may be charged up to $5 for reprocessing. **Initial \_\_\_\_\_**
11. Patrons agree to abide by the Computer Use and Internet Access Policy and the Wireless Internet Access Policy (copies are provided with tablets at checkout). This includes, but is not limited to, understanding the library cannot be held responsible for information accessed or shared by patrons while using the Internet. Misuse or abuse of the library’s devices, internet access, or violation of policies will result in temporary or permanent loss of device and/or internet privileges. **Initial \_\_\_\_\_**
12. A library card or photo ID must be provided at the time of checkout.
13. The Tablet Lending Agreement must be signed, including initials to acknowledge the replacement cost of a lost or damaged tablet. The agreement must be completed every 6 months.
14. The borrower assumes full responsibility for the use of this device and/or the access to the Internet via this device by any other individual or minor. Internet content filtering is not provided.
15. All borrowers and users are encouraged to follow safe internet practices. The library is not responsible for any personal information that is shared over the Internet or stored on the device by the user.
16. The Library is not responsible for any computer viruses that may be transferred to user storage devises.
17. Signal strength will vary by location and the library CANNOT guarantee connectivity in all locations.
18. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning equipment.

I have read and understand the Nevada Public Library Tablet Lending Agreement and agree to the terms and conditions therein. To most safely return the tablet, I will return it in person to the library. However, if I am unable to make it during open hours, I will return the tablet in the drop box knowing that the risk of damaging the device increases by doing so. I accept responsibility for any damage or missing items. I understand that misuse of a tablet or failure to abide by the terms of this Agreement may result in the loss of borrower’s privileges.

Borrowers Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Barcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if not present, see photo ID)

Current Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrower’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_