

Valley City Barnes County Public Library
Electronic Device Lending Agreement

I, _____, take full responsibility for the electronic device I am checking out. I will pay the replacement for the item listed below if I return it in unusable condition (to be determined by the library director).

I agree to abide by the Electronic Device Lending section in the circulation policy of the Valley City Barnes County Public Library (on the back of this form).

I agree I will not add or delete programs, apps, or other materials, purchase materials, hack passwords, or otherwise modify the device in any manner.

I agree that the device is in working order at the time I am checking it out.

I agree to pay all overdue fines if I return the device after the due date. Accrued fines will not be waived by library staff for any reason. If the device is more than 10 days overdue and I do not return it, I understand that I will be held responsible for the total cost to replace the device and any accessories included.

I understand that the electronic device must be returned inside the library directly to a library staff member, during regular library hours. The device may not be returned in the book drop box. If I return the device in a drop box, I will be charged a \$50 fee for unnecessary risk to the device.

Signature of Patron	Patron library card number	Due Date
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STAFF USE ONLY

Checkout Date: _____

Staff member name: _____ Time: _____

Device: _____ Material # _____

- Device is functional/No damage Patron contact info confirmed
- All settings are correct* Device is charged*
- All accessories are included* Protective cover is on device*
- Copy of this completed agreement given to patron

*Information will vary per device.

Check in date: _____

Staff member name: _____ Time: _____

- Reader is functional/no damage
- Checked reader settings/device registration
- All accessories are included* Protective cover is on device*
- Reader returned directly to library staff member

\$ _____ late fine recorded in Apollo or paid (circle)

\$50 book drop fee recorded in Apollo or paid (circle)

Damage noted:

Excerpt from Circulation Policy – Amended September 2014

Out of library use items: E-readers, tablets, laptops, projectors, and similar

Out of library use items will have different borrowing privileges particular to the unit being borrowed. Each item will have a specific set of criteria including circulation duration, fine and fees, and accessories included. Patrons will have to sign a separate borrowing agreement each time they check out one of these items. The item must be returned to a member of the circulation staff, checked for operation, and the borrowing agreement closed. Items which are put in the drop box will be assessed a \$50 non-refundable damage fee whether the unit sustains damage or not. Additionally fines will accrue until the borrowing agreement is closed properly. Items not returned within 10 days after their due date will be considered lost/stolen and the patron's account will be charged the replacement fee of the item plus a \$5.00 processing fee. If a lost/stolen item has a replacement cost over \$50.00 the borrower's information will be turned over to local law enforcement for recovery and eventual prosecution.