

# Mentor Public Library's Electronic Device Agreement

## Guidelines for Borrowing and Use

My signature below indicates that I am 18 years of age or older and have read the Electronic Device Agreement and the Electronic Device Policy and that I agree to abide by these conditions of use when checking out an Electronic Device from the Mentor Public Library.

- I agree to accept full responsibility for the Electronic Device while it is checked out to me.
- One Electronic Device per account may be checked out at any given time.
- I will not tamper with the Electronic Device, accessories, digital books, nor attempt to load digital books, or attach any equipment not designed for use with the Electronic Device.
- **The fine for returning an Electronic Device in the book drop is \$10.00** and may result in not being allowed to check out an Electronic Device in the future.
- Electronic Devices are to be returned to the same library as checked out (re: Lake is returned to Lake)
- **Overdue fines are:**
  - **\$0.50 a day with a maximum of \$10.00 for most Electronic Devices.**
  - **Exception: HOTSPOTS: \$5.00 a day with a maximum of \$25.00. Hotspot will be deactivated after 5 days and patron will be charged replacement cost.**
- I agree to pay all costs associated with damage to, loss of, or theft of the Electronic Device while it is checked out to me. These costs will be added to my library record.  
**\$15.00 for each cord/cable/adopter/case, \$5.00 insert, \$150.00 for Nook Reader/HotSpot**
- I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the Electronic Device and that my record will be submitted to collections within 30 days.
- The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning Electronic Devices or who places the Electronic Device in the book drop.
- Electronic Devices should be kept in a temperature controlled environment. **Do NOT leave them in your car.**
- The Library is not responsible for information accessed using this device or for personal information shared over the Internet. Users are encouraged to follow safe Internet practices. The following behaviors can result in suspension of device privileges and/or criminal prosecution: viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene; use of the Internet in any way which violated federal, state or municipal laws.

Patron Name: \_\_\_\_\_

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

Patron Phone: \_\_\_\_\_

Patron ID#: \_\_\_\_\_

Patron Signature: \_\_\_\_\_

Patron Library Card Number: \_\_\_\_\_

Item checking out: \_\_\_\_\_ Barcode #: \_\_\_\_\_

For Staff Use:

Checkout: **Patron, please check items present at time of check out.**

<b>Nook</b>		<b>Hotspot</b>	
Case/Binder		Case	
Cover		Adapter	
Device		Device	
2 part cord		USB cable	
		Insert	

Date: \_\_\_\_\_ Due: \_\_\_\_\_ Staff initials: \_\_\_\_\_ Patron initials: \_\_\_\_\_

Check-in: **Patron, please check items present at time of check in.**

<b>Nook</b>		<b>Hotspot</b>	
Case/Binder		Case	
Cover		Adapter	
Device		Device	
2 part cord		USB cable	
		Insert	

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_ Patron initials: \_\_\_\_\_

Revised 4/2017