

## Device User Agreement Form

When I check out a Device at the Coalinga-Huron Library District, I agree to be responsible for the Device and all accessories and software that come with it. I agree to pay all fines and fees for any loss or damages to the Device, accessories and/or software while it is checked-out to me. I agree not to make or attempt to make any changes to laptop programs or settings. I understand that the library will not be held responsible for any damage to media or loss of data due to any cause while using a library Device.

The check-out period for each Device in house is **two (2) hours**, or **seven (7) days** if the device is checked out for home use. In-House patrons may renew the laptop for another two (2) hours if no other patrons are waiting. Devices checked out for home use may be checked out again after a **seven (7) day** waiting period on a first-come, first-served basis. Reservations will not be taken. The devices and accessories must be returned to a library staff member before the end of the checkout period. Until the Device has been placed in the hands of a library staff member and checked-in, it is my responsibility. I will check-in device open, with the power on.

When returning the Device, I will allow at least five (5) minutes for the circulation staff member to check the equipment. Devices will not be checked out during the last 30 minutes the library is open. Devices must be returned thirty (30) minutes before closing, even if that does not allow the full hour loan period. I understand that my Device privileges will be revoked if I fail to return the Device at the end of the designated loan period. I will be charged the replacement cost of the computer and a processing fee for lost or damaged Devices. I agree that Devices for In-House use cannot leave the library.

**By signing this document, I verify I understand and will abide by the Device User Agreement and will be responsible for any damages to the Device that will result in fines added to the patrons library account. To checkout a Device you must be 18 Years old or have this form signed by a guardian with an active library card on file. Permission forms for minors must be turned in to the library staff in person by the guardian. Damage and replacement costs may change and are subject to staff review.**

**Damages include but are not limited to:**

**Lost or Stolen Device**

**Cracked Screen: Replacement Cost**

**Broken Charging Pins: Replacement Cost**

**Excessive Scratches**

**Broken Power Plug and Cord**

Name (Please Print): \_\_\_\_\_

Address (Please Print): \_\_\_\_\_

Phone Number (Please Print): \_\_\_\_\_

Library Barcode Number: \_\_\_\_\_

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

Date: \_\_\_\_\_

Driver's License/State ID Number: \_\_\_\_\_

Your E-Mail \_\_\_\_\_