Approved by the Board of Trustees 8.24.2020, Revised Sept. 28, 2023

Nanuet Public Library

Chromebook and Hotspot Borrowing Policy and Agreement

Nanuet Public Library offers 7-day loans of Chromebooks and Wifi Hotspots to Nanuet Library card holders only. Participation in this program is dependent on agreement to the following rules and regulations.

GENERAL RULES AND REGULATIONS

1. Only Full Service Nanuet Library Cards in good standing will qualify for borrowing a Chromebook and/or Hotspot. Temporary and Visitor cards do not qualify. Before checking out, LOST items on a card must be resolved by returning the item, paying for the item in full, or providing a new and exact copy replacement, as determined by Circulation Policy. Fines on a card must not exceed $10.00.
2. Library cardholder must be 14 or older to borrow an instrument. For cardholders between the ages of 14 and 17, a parent or guardian must sign this agreement form. Parents / Guardians may choose to borrow a device for use by a child under the age of 14.
3. Before checking out a Chromebook or Hotspot, any damage and all parts present will be noted / verified on the Checklist Form by Reference Staff.
4. Library Card holder must be present to check out a device. Another family member may not present another person's library card to check out a device, unless special arrangements have been made (for medical or other accessibility reasons).
5. Overdue Hotspots will be turned off remotely by Library Staff. Patrons will be contacted by Library Staff.
6. Chromebook & Hotspot renewals may be granted based on demand and availability at the librarians' discretion.
7. Borrower agrees that unlawful transactions will not be performed and unlawful content will not be viewed using Chromebooks or Hotspots.
8. Borrower of a Chromebook agrees that no spyware or malware will be installed on the Chromebook.

RESPONSIBILITY AND LIABILITY

1. Borrower agrees to keep food, beverage, or other liquids away from the Chromebook.
2. Borrower agrees that harsh chemicals will not be used for cleaning any part of the Chromebook or Hotspot. Library Staff will clean / disinfect each device with approved and safe methods between users.
3. Borrower understands that each device carries with it a $5 fine for every day overdue.
4. Borrower takes full financial responsibility for a Lost / Damaged Chromebook or Hotspot. Chromebooks will be billed at **$200** each, Chargers at **$40** each, Case **$15**, plus a **$15** processing fee for each item. Lost Hotspots will be billed at no less than **$85** each, as determined by the current T-Mobile replacement charge, plus **$20** each lost HotSpot Case. Borrowers may be billed damages relating to rough usage or disfiguring of devices in other amounts as determined by Library Staff.
5. Borrower agrees that Chromebooks and Hotspots will not be loaned / shared with other individuals during the borrowing period.
6. Borrower agrees that Chromebooks & Hotspots will not be returned in the Book Drop to avoid damaging the product. Borrower must return device at a time when the Library is open and directly to a Reference Staff member for review. Returning a Chromebook or Hotspot in the Book Drop will result in an automatic **$25** fine.
7. The library takes no responsibility for content viewed on the Chromebooks.

I hereby agree that I have reviewed and understand the terms of this agreement, and agree to abide by them.

_____	_____
Print Name	Library Barcode
_____	_____
Signature	Date
_____	_____
Parent/Guardian Signature for Patrons Age 14 - 17	Date