

# Jefferson County Library

## Technology Kit Borrowing Agreement

---

I agree that I have received:

- |                                                 |                                                      |
|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Lenovo Laptop (\$1100) | <input type="checkbox"/> Tablet Cover (\$40)         |
| <input type="checkbox"/> Tablet                 | <input type="checkbox"/> Charging/power cable (\$10) |
| <input type="checkbox"/> Chromebook (\$430)     | <input type="checkbox"/> WiFi Hotspot (\$30)         |
|                                                 | <input type="checkbox"/> Carrying Case (\$50)        |
|                                                 | <input type="checkbox"/> Power Cable (\$60)          |

\_\_\_\_\_ I agree that the device and its components are in working order at the time I am checking it out.

\_\_\_\_\_ I agree that I will be responsible for paying the replacement costs listed above if any parts of the kit, including carrying case, are not returned in working order/same condition as when checked out.

\_\_\_\_\_ I agree to pay the full replacement cost of the kit contents, including carrying case, if they have not been returned within 30 days of the due date.

\_\_\_\_\_ I agree to pay a \$25 minimum fee for unnecessary risk to the device if it is returned in a drop box, returned to a library other than Crook County Library, or otherwise not returned directly to a CCL staff member.

\_\_\_\_\_ I understand that my borrowing privileges of technology kits may be revoked over any abuse of policy.

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

Borrower Name (please print): \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

---

### For borrowers 17 and under checking out kit with parent/legal guardian co-signer:

\_\_\_\_\_ I agree that my child will comply with the rules listed above and that I will take full responsibility for any charges incurred while this device is checked out on my child's library account.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

---

# Staff Use Only

## Checkout

- confirmed borrower's account (JCLD cardholders only) is unrestricted
- confirmed borrower's contact info
- Kit contents are all present, functional, with no damage
- provided borrower with a copy of this agreement
- check out Technology Kit to borrower
- put this form in "Equipment Checkouts" folder

Staff Initials: \_\_\_\_\_ Checkout Date: \_\_\_\_\_ Kit Barcode: \_\_\_\_\_

## Additional Comments:

## Check In

<input type="checkbox"/> laptop, including mouse, or tablet, including tablet cover, is undamaged and functioning	<input type="checkbox"/> Damaged or nonfunctional laptop, assessed \$900 fee; missing/damaged mouse assessed \$15 fee; damaged tablet assessed \$430 fee; missing/damaged tablet cover \$40 fee
<input type="checkbox"/> adapter/cable is included and in working order	<input type="checkbox"/> Damaged or unreturned laptop cable, assessed \$25 fee; tablet cable fee \$10
<input type="checkbox"/> Technology Kit returned to staff member	<input type="checkbox"/> Kit was returned via drop box or to non-JCLD library, assessed \$25 (minimum) unnecessary risk fee
<input type="checkbox"/> Carrying case is returned without damage	<input type="checkbox"/> Damaged or unreturned bag, assessed \$50 replacement fee
<input type="checkbox"/> WIFI Hotspot is returned without damage; carrying case is returned without damage	<input type="checkbox"/> Damaged or unreturned hotspot, assessed \$30 replacement fee; damaged or unreturned carrying case, assessed \$10 fee

- check in Technology Kit
- sanitize laptop keyboard and mouse; sanitize tablet screen
- shred borrowing agreement
- plug laptop or tablet to charge