**Valier Public Library**

**Borrowing an iPad/Laptop/Chrome Book Policy**

**Borrowing Rules**

* Patron must have a current Adult library card in good standing from Valier Public Library.
* The iPad/laptop/chrome book may not be returned to another library, nor placed in the book or media drop outside.
* To reserve an iPad/laptop/chrome book, sign up on the waiting list at the front desk.
* Patrons may put an iPad/laptop/chrome book on hold two (2) times per month.
* iPads/laptops/chrome books cannot be renewed. The next hold will be placed at the end of the holds list.
* There is a 24 hour hold period after which the iPad/laptop/chrome book will go to the next user on the list.
* iPads/laptops/chrome books are loaned for a one (1) week period.
* The overdue fee is $25 per day. If devices are not returned within seven (7) days, civil and criminal action will be taken.
* Any purchases made by patrons are patron’s sole financial responsibility.
* Devices are not CIPA filtered. You are responsible for your child’s viewing.

**Replacement Charges**

The patron is responsible for replacement of lost or damaged iPads/laptops/chrome books, parts and accessories. Replacement charges are as follows:

* Dell Laptop: $1,000 (includes processing fee)
* Chrome Book: $350 (includes processing fee)
* iPads: $450 (includes processing fee)
* Power cords: $50
* Tote bag: $15

**Responsibility**

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

User Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement of Laptop/Chrome Book Policy & Replacement Cost**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print full name), understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Valier Public Library in good working condition and free from damage. Laptops/Chrome Books are checked out for a period of one (1) week. Overdue charges are $25 per day. I acknowledge that a Laptop/Chrome Book is NOT to be returned in the book drop, but must be returned to the Circulation desk during Valier Public Library’s open hours. Devices returned to the book drop will result in a $75 fine.

Please fill out the following fields:

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

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**Library Staff Only**

\_\_\_\_Checked Library card and Photo Identification.

\_\_\_\_Reviewed policy, due date and fines assessed.

\_\_\_\_Checked that case includes laptop/chrome book and cords.