Hooksett Public Library
Electronic Device Borrowing Agreement

Borrower must be 18 years old with a valid license and Hooksett library card in good standing. Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of the borrower’s license and a copy of this signed contract to keep until the item is returned. A copy of the signed agreement will go in the packet with the device.

I, ________________________________________________, take full responsibility for the electronic device I am checking out. The replacement cost of the device (up to $350.00), its protective case (up to $35.00), its charging cord (up to $20.00) if the item is lost, stolen, or broken while in my care. I will pay the replacement fee (of up to $450.00) if I fail to return the item at all, or in unusable condition (to be determined by the library director).

I agree that the device is in working order at the time I am checking it out. User Initials ________

I understand that the electronic device can be checked out for two weeks and renewed once as long as there are no holds on the item. I agree to pay overdue fines of $1.00 per day if I return the electronic device after the due date. If the device is more than 25 days overdue and I do not return it, I understand that I will be held responsible for the (up to $450.00) cost to replace the device if I don’t return the device within 3 days of being notified.

I understand that the electronic device must be returned inside the library directly to a library staff member. The device may not be returned in the outdoor or indoor drop boxes. If I return the device in a drop box, I will be charged a $25.00 minimum fee for unnecessary risk to the device.

User Signature: __________________________________________
Checkout Date: ______________   Due Date: _______________

Using the electronic device:

• Library staff will load content onto the device.
• Do NOT register the device with a personal credit card to purchase items. If the library’s registration is disturbed by a user, the user will be responsible for the (up to $450.00) replacement cost.
• Do NOT connect the device to your personal computer with a personal Adobe Digital Editions account. If the library’s registration is disturbed by a user, the user will be responsible for the (up to $450.00) replacement cost.
• Do not let anyone else borrow the device or allow children to play with the device.
• Be cautious with the device and keep it safe from water or being dropped. Avoid exposing it to extreme temperatures, like leaving it in your car in the dead of winter or in the summer’s heat.
• Return all parts of the device, including the power cable and protective case. Any missing items may result in charges.
• Return the device inside the library directly to a staff member. If the device is returned in a drop box, a $25 minimum fee will be charged to the user. Do not leave the device on the circulation desk if a staff member is not present.

I understand and agree to these rules for use:

Signature: __________________________________________   Date: __________________
Staff Use:

Checkout:
Staff Member Name: _______________________________   Check Out Date:__________

☐ Reader is functional/No damage   ☐ Reader settings are correct
☐ Reader is charged   ☐ Protective cover is installed
☐ Charging Cord is included   ☐ Copy of user’s license is attached to agreement
☐ Confirmed user contact info.   ☐ Provided user copy of this signed and completed agreement

Check in:
Staff Member Name: _______________________________   Return Date: ___________

☐ Reader is functional/No damage   ☐ Protective cover is installed
☐ Reader is charged   ☐ Gave user copy of this completed agreement
☐ Charging Cord is included
☐ Reader settings are correct

$_____ late fine recorded  or paid(circle)  $25 bookdrop fee recorded  or  paid(circle)