

## 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: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Reader is functional/No damage | <input type="checkbox"/> Reader settings are correct                               |
| <input type="checkbox"/> Reader is charged              | <input type="checkbox"/> Protective cover is installed                             |
| <input type="checkbox"/> Charging Cord is included      | <input type="checkbox"/> Copy of user's license is attached to agreement           |
| <input type="checkbox"/> Confirmed user contact info.   | <input type="checkbox"/> Provided user copy of this signed and completed agreement |

Check in:

Staff Member Name: \_\_\_\_\_ Return Date: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Reader is functional/No damage | <input type="checkbox"/> Protective cover is installed              |
| <input type="checkbox"/> Reader is charged              | <input type="checkbox"/> Gave user copy of this completed agreement |
| <input type="checkbox"/> Charging Cord is included      |   |
| <input type="checkbox"/> Reader settings are correct    |   |

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