

LENDING AGREEMENT

Please review the policies and guidelines set forth below. Acceptance of and compliance with these provisions is required for your use of the tablets/laptops/WIFI hotspots.

Name _____
OCL Library Card# _____
Phone # _____
Email _____
Address _____

I, _____ take full responsibility for the device I am checking out. I agree to pay for the loss or damage to any device or accessories and further agree to accept the Library's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. I understand that the replacement cost

for any item lost or damaged will be as follows:

- Laptop/Tablet: \$400.00
- Laptop/Tablet Carrycase: \$50.00
- Laptop/Tablet Charger: \$25.00
- WIFI Hotspot: \$300.00
- WIFI Hotspot Carrycase: \$25.00
- WIFI Hotspot Charger: \$25.00

The library reserves the right to refuse or suspend device lending for anyone who does not comply with the attached tablet/Laptop/WIFI Hotspot Lending Policy.

User Signature: _____

Printed Name: _____

Date: _____

Any customer under eighteen years of age must also obtain the following consent and release before borrowing a device.

I, _____ (print name), am the parent or guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Ocean County Library 101 Washington Street Toms River, NJ 08753 732-349-6200
www.theoceancountylibrary.org

FOR STAFF USE ONLY:

Device Due Date: _____

Set to LOST Date: _____

Reminder Due Date Courtesy Call: _____

Returned Date: _____

A. 22 Ocean County Library Tablet/Laptop/WIFI Hotspot Lending Policy

1. The borrower of the device must have an Ocean County Library card in good standing.
2. At check out, the user of the device must sign a "Tablet/Laptop/WIFI Hotspot Lending Agreement" form and initial all places indicated.
3. The device must be returned, in person, to the service desk. The device may not be left on the service desk unattended, or be returned to a library book return; it must be handed directly to a staff member.
4. If the device or any accessory is lost or damaged, the user will be responsible for all costs required to replace the device or accessory.
5. The borrower of the device accepts the Ocean County Library's Internet Policy and is aware that the device is compliant with the Children's Internet Protection Act (CIPA) and therefore includes Internet filtering.
6. The device can be checked out for 4 weeks at a time. Time may be extended if no other customers are in need of using the device.
7. The user may not save any documents or applications on the device. The device will be wiped clean of any added applications or documents upon return. Users are encouraged to save their work via a USB drive, self-e-mail, cloud storage, or file sharing software before the device is returned.
8. The Ocean County Library assumes no responsibility for any damage to the user's personal devices, software, files, and/or equipment.
9. Tampering with the device or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is strictly prohibited.

APPROVED: OCEAN COUNTY LIBRARY COMMISSION – July 20, 2015

APPROVED: OCEAN COUNTY LIBRARY COMMISSION - December 15, 2020