



Technology Lending and Liability Policy

Hotspots

The Montgomery City-County Public Library has hotspots that are available for checkout by library patrons. This new lending program will meet the academic, informational, and recreational needs of MCCPL library patrons by providing stable, reliable internet access at home. Students will be able to complete online schoolwork and adult patrons will be able to access the library's numerous online resources from home.

Guidelines for Borrowing and Use

Any library patron who is 18 years or older and is in good standing with the library (no lost or overdue items) is eligible to borrow a mobile hotspot. The mobile hotspot check-out period is seven days. Patrons may renew the device for an additional seven days if the device is not on hold for another patron. Mobile hotspots may only be checked out from the circulation desk and can only be returned to the library location of checkout.

Mobile hotspots may be placed on reserve if no hotspot is available at your library. Reserved hotspots must be picked up from their home library. There is a limit of one mobile hotspot per household.

To check out a mobile hotspot, the patron must present a valid picture ID, have an active library card, and completed Technology Use Agreement Form on file. If no Technology Use Agreement form is on record, it must be completed before the patron will be allowed to check out a mobile hotspot.

Both the borrowing patron and a member of the library staff will verify that the mobile hotspot and all accessories are present and in good condition at both check-out and check-in.

This includes:

- Mobile Hotspot
- Charging cord/Adapter
- Carrying case

Fines and Liability

The overdue fine for a mobile hotspot is \$10.00 per day to a maximum of \$80. If a mobile hotspot is 48 hours overdue, internet service to the hotspot will be turned off, rendering the device unusable. If a Hotspot is 3 days overdue, it will be considered lost or stolen, and the borrower may be charged for its replacement. Failure to return the borrowed device will result in the borrowing patron being barred from library services until the device is returned or replacement fees are paid.

The borrower is responsible for all costs associated with damage or loss of the mobile hotspot due to neglect or abuse during their check-out period.

Replacement Costs

Unreturned/Damaged* Hotspot	\$80.00
Missing/Damaged Charging cord/Adapter	\$15.00
Missing/ Damaged Case	\$15.00

All mobile hotspots must be returned to the circulation desk of the library that the device was borrowed from. Do not return mobile hotspots through the bookdrop. If a mobile hotspot is returned via bookdrop, all technology check-out privileges will be revoked.

Regulations of Use

- Do not leave the mobile hotspot in a hot vehicle for an extended time.
- Do not remove the sim card or reconfigure the settings of the mobile hotspot for any reason.
- Do not leave the mobile hotspot plugged in for extended periods of time. Once it is fully charged, unplug it and let the battery run down before charging again.
- Patrons who check out a mobile internet hotspot are expected to follow all library use policies while in possession of a mobile hotspot. The Montgomery City-County Public 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. 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. The Montgomery City-County Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the Hotspot.

iPads

The Montgomery City-County Public Library has Apple iPads that are available for checkout by library patrons. This lending program will address the academic, informational, and recreational needs of MCCPL library patrons by providing a device which patrons can use to access a wide variety of software options including internet, word processing programs, and digital check-out options. These devices will allow patron access to digital services that have previously been unavailable to them due to a lack of technology access.

Guidelines for Borrowing and Use

Any library patron who is 18 years or older and is in good standing with the library (no lost or overdue items) is eligible to borrow an iPad. The iPad check-out period is seven days. Patrons may renew the device for an additional seven days if the device is not on hold for another patron. iPads may only be checked out from the circulation desk and can only be returned to the library location of checkout.

An iPad may be placed on reserve if no iPad is available at your library. Reserved iPads must be picked up from their home library. There is a limit of one iPad per household.

To check out an iPad, the patron must present a valid picture ID, have an active library card, and completed Technology Use Agreement Form on file. If no Technology Use Agreement form is on record, it must be completed before the patron will be allowed to check out an iPad.

Both the borrowing patron and a member of the library staff will verify that the iPad and all accessories are present and in good condition at both check-out and check-in.

This includes:

- iPad with protective case
- Charger/Adapter

Fines and Liability

The overdue fine for an iPad is \$10.00 per day to a maximum of \$400. If an iPad is 48 hours overdue, the device will lock down, rendering the device unusable. If an iPad is 3 days overdue, it will be considered lost or stolen, and the borrower may be charged for its replacement. Failure to return the borrowed device will result in the borrowing patron being barred from library use until the device is returned or replacement fees are paid. The borrower is responsible for all costs associated with damage or loss of the iPad due to neglect or abuse during their check-out period.

Replacement Costs

Unreturned/Damaged* iPad	\$400.00
Missing/ Damaged Charging cord/adapter	\$25.00
Missing/Damaged Case	\$60.00

All iPads must be returned to the circulation desk of the library that the device was borrowed from. Do not return iPads through the bookdrop. If an iPad is returned via bookdrop, all technology check-out privileges will be revoked.

Regulations of Use

- Do not leave the iPad in a hot vehicle for an extended time.
- Do not attempt to reconfigure the settings of the iPad for any reason.
- Do not install unauthorized apps onto an iPad.
- Do not leave the iPad plugged in for extended periods of time. Once it is fully charged, unplug it and let the battery run down before charging again.
- Do not save any personal data to an iPad. All personal data should be stored on external or cloud memory. All data saved to the device will be erased on item return.
- If the borrower modifies the iPad operating system (i.e. Jailbreaks the iPad), they will be charged the replacement cost of the iPad.
- Patrons who check out an iPad are expected to follow all library use policies while in possession of an iPad. The Montgomery City-County Public 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. 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. The Montgomery City-County Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the iPad.

Chromebooks

The Montgomery City-County Public Library System has Chromebooks that are available for checkout by library patrons. This lending program will address the academic, informational, and recreational needs of MCCPL library patrons by providing a device which patrons can use to access a wide variety of software options including internet and word processing programs. The devices will enable students to complete schoolwork online and will allow adult patrons to apply for jobs or conduct research.

Guidelines for Borrowing and Use

Any library patron who is 18 years or older and is in good standing with the library (no lost or overdue items) is eligible to borrow a Chromebook. The Chromebook check-out period is seven days. Patrons may renew the device for an additional seven days if the device is not on hold for another patron. Chromebooks may only be checked out from the circulation desk and can only be returned to the library location of checkout.

Chromebooks may be placed on reserve if one is unavailable at your library. Reserved Chromebooks must be picked up from their home library. There is a limit of one Chromebook per household.

To check out a Chromebook, the patron must present a valid picture ID, have an active library card, and a completed Technology Use Agreement Form on file. If no Technology Use Agreement form is on record, it must be completed before the patron will be allowed to check out a Chromebook.

Both the borrowing patron and a member of the library staff will verify that the Chromebook and all accessories are present and in good condition at both check-out and check-in.

This includes:

- Laptop
- Charging cord\Adapter
- Carrying case

Fines and Liability

The overdue fine for a Chromebook is \$10 per day to a maximum of \$400. If a Chromebook is 48 hours overdue, the device will lock out the patron, rendering the device unusable. If a Chromebook is 3 days overdue, it will be considered lost or stolen, and the borrower may be

charged for its replacement. Failure to return the borrowed device will result in the borrowing patron being barred from library use until the device is returned or replacement fees are paid. The borrower is responsible for all costs associated with damage or loss of the Chromebook due to neglect or abuse during their check-out period.

Replacement Costs

Unreturned/ Damaged* Chromebook	\$400.00
Missing/ Damaged Charging cord	\$25.00
Missing/ Damaged Case	\$48.00

All Chromebooks must be returned to the circulation desk of the library that the device was borrowed from. Do not return Chromebook's through the bookdrop. If a Chromebook is returned via bookdrop, all technology check-out privileges will be revoked.

Regulations of Use

- Do not leave a Chromebook in a hot vehicle for an extended period of time or leave it unattended.
- Do not open the Chromebook casing or reconfigure the settings for any reason.
- Do not install unauthorized software onto a Chromebook.
- Do not leave the Chromebook plugged in for extended periods of time. Once it is fully charged, unplug it and let the battery run down before charging again.
- Do not save any personal data to a Chromebook. All personal data should be stored on external memory. All data saved to the device will be erased on item return.
- Patrons who check out a Chromebook are expected to follow all library use policies while in possession of the device. The Montgomery City-County Public 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. 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. The Montgomery City-County Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the Chromebook.

Technology Use Agreement Form

The Montgomery City-County Library System provides mobile hotspot, iPad, and Chromebook devices for patron check-out. By signing this agreement, the patron acknowledges that they are subject to and agree to abide by all library usage policies, available on the library website or upon request.

Guidelines for borrowing and use:

- I acknowledge I am 18 years of age or older.
- I acknowledge I am in good standing with no lost or overdue items.
- I acknowledge I may have up to one of each device checked out on my library card at a time.
- I acknowledge the loan period for each device is 7 days. Patrons have the option to renew their device for an additional 7 days if the device is not on hold for another patron.
- I acknowledge I must bring in the device/s and accessories back to the borrowed location for inspection before renewal.
- I acknowledge to follow all library usage policies while in possession of a mobile Hotspot, an iPad, or a Chromebook.
- I acknowledge to immediately report any loss, damage, or malfunction of the Hotspot, iPad, Chromebook or its accessories to the library staff (maincirc@mccpl.lib.al.us or call **334-625-4999**).

Fines & Liabilities

- I understand overdue fines accrue at \$10 per day per device to a maximum of \$400 for Chromebooks and iPads. These fines cannot be waived.
- I understand overdue fines accrue at \$10 per day per device to a maximum of \$80 for Hotspot devices. These fines cannot be waived.
- I understand mobile hotspots, iPads, and Chromebooks will be disabled 48 hours after the missed due date. If the device is not returned, the borrowing patron will be barred from checking out any library material or online electronic resources until the device is returned or paid for.
- I understand borrowers are responsible for all costs associated with damage or loss of the technology that they borrow due to neglect or abuse during their check-out period.
- I understand borrowers are responsible for bringing the device back into its physical borrowed location for renewal, failure to do so will accrue a charge at \$10 per day per device.
- I understand the library will not accept replacement mobile hotspots, iPads, Chromebook, or accessories purchased by the borrower.
- I understand if all items are not returned with a kit, the kit will remain checked out to the borrower until all components are returned. Late fees will continue to accrue during this period.
- I understand the Montgomery City-County Public Library is not responsible for data loss during normal use of devices.

By signing below, I certify that I have read this entire document and my signature below indicates that I understand and agree to abide by all Borrower Agreement guidelines as stated above and in the Library Policies. I hereby accept full responsibility and liability for any borrowed mobile devices such as mobile Hotspots, iPads, or Chromebook and its included accessories.

Print Name: _____

Signature: _____ Date: _____

Library Card Number: _____

Email: _____ Phone: _____

Preferred method of contact (circle one): Email Phone

Approved by Library Board of Trustees January 13, 2022