

Portable Electronic Device CHECKOUT POLICY AND USER AGREEMENT

The borrower agrees to the following:

- Must be a registered Library Patron in Good Standing.
- For Chromebook checkout:
 - May checkout Chromebook for 14 days with no renewals.
 - Will pay overdue fines of \$1.00 per day if Chromebook is not returned by the due date with a cap of \$6.00.
 - Understands that Chromebook will be deactivated if not returned within 6 days after the due date and the full replacement cost will be added to the patron account if the device is lost or not returned within 21 days of checkout.
 - Understands that a \$10.00 reactivation fee will be charged to patron account if device is deactivated.
 - Understands that holds may be placed on Chromebooks. Holds will only be able to be placed in person or over the phone. Holds will not be able to be placed via the online catalog.
- Agrees not to tamper with hardware or existing software.
- Understands all devices must be returned to a staff member at the circulation desk who will inspect the device upon return.
- Accepts full financial responsibility for any damage to device or the replacement cost for missing device or any missing accompanying equipment. Substitute accompanying equipment will not be accepted as replacement.
- Understands that patron accounts with fines for deactivated or damaged devices will be blocked from further use of devices.
- Will not violate any of the policies specified in the Putnam County Library's Internet Use Policy and the Library Code of Conduct. Has read these policies and understands that violation of these policies may result in revocation of privileges.
- Understands that the library is not responsible for loss of data, damage, or liability that may occur from use of these devices or malfunctioning library hardware or software.
- **PRIVACY ALERT FOR DEVICE USERS:** The library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy. We recommend that no personal information be entered at any time using a library device. Unless you clear the history, the cache, and the cookies yourself, your privacy is at risk-the library does not do this. If you log in to any service, please be certain to log out. Otherwise, your privacy is at risk.
- The Library will take legal action against any individual who does not return any device after 30 days, pursuant to this policy.

For items only available for In-House Use

- Understands that if device is left unattended, patron accepts full responsibility for any damage to the device or replacement costs for missing device or accompanying equipment.
- Understands that device cannot leave the designated library space.
- Understands that device must be returned to library staff at circulation desk no later than 15 minutes before close of library.
- Understands that if using sound enabled resources, patron must wear headphones.

Print/Sign _____ Date _____

Approved by the Putnam County Library Board of Trustees on 10/14/14. Amended 9/13/2016. Amended 9/8/2020