



Madera County Library Technology Lending Policy and Form

Chowchilla
300 Kings Ave
Chowchilla, CA 93610

Madera
121 N G ST
Madera, CA 93637

Madera Ranchos
37398 Berkshire Dr.
Madera, CA 93636

North Fork
32908 RD 222
North Fork, CA 93643

Oakhurst
49044 Civic Circle
Oakhurst, CA 93644

Madera County Library offers a variety of technological devices for patron use, from mobile internet providing devices like Hotspots and SmartSpots to devices like Chromebooks, iPads, and more!

Policy:

The Madera County Library lends technology to Madera County Library Card holders ages 18 or above, in good standing (no fines or overdue items and no history of a delinquent account) with government-issued photo identification. Checkouts are limited to one (1) mobile internet providing device and/or accompanying internet accessing device per household (Household – a family or occupants residing at the same address). If qualified, patrons will be put on a waitlist and notified via phone call. After a phone call has been attempted, the patron has 48 hours to check-out the Hotspot or Kit before being removed from the waitlist. Check-out must take place at least 1 hour before the library closes to allow enough time for staff to go over rules and conduct an inspection before releasing the device to the borrower.

Agreement:

All sections **MUST** be acknowledged by checking () each respective box and initialing.

_____ I understand I must present my library card and government-issued photo identification to the Circulation Desk. Once a device is checked out to me, it becomes my responsibility. Any changes in condition or content while in my care will be my responsibility. I am responsible for damage, loss, or theft. I should have a basic working knowledge of the device on check-out. If any technical problems are encountered, I should return the device(s) immediately to the Circulation Desk of the Library I borrowed from.

_____ Devices must be returned to the Circulation Desk at the Library Branch I borrowed from at least one (1) hour before the Library closes and should never be returned in any book drop or to another Library.

_____ Returning devices to another library will result in a \$30 fine and automatic permanent ban from checking-out any devices. Returning devices to the book drop will result in a \$10 fine plus the cost of any damages incurred while in the book drop. Returning devices late will carry an overdue charge of \$5 per day and up to 25% of the replacement cost. Internet Service to a mobile internet providing device will be deactivated by the end of first late day (day after due date).

_____ Upon three (3) occurrences of returning the device(s) in late or into the book drop, a permanent ban on borrowing any device will be placed on my account.

_____ If devices are declared lost and/or not returned, I am responsible for the full replacement cost plus any processing and/or collections fees. (See attached list of currently available devices for details of replacement cost)

_____ Upon return, the borrowed device(s) will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, appropriate costs will be added to my account. After a return, I must wait 48 Hours before me or someone in my household may check out another device.



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_____ I have reviewed the current list of available devices and acknowledge the potential fees associated with device replacement.

_____ I further understand and agree that I am responsible for full replacement cost for any device or any parts that are lost, stolen, damaged, or otherwise not returned. If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be canceled. If devices are not returned in a timely manner, civil and criminal action will be taken.

Internet Usage:

_____ Madera County Library is not responsible for any information accessed or action taken by a patron while using a internet assessing device. Patrons using Madera County Library devices are encouraged to use safe Internet practices. Any device on loan used to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of device borrowing privileges and potentially criminal prosecution.

Acknowledgement of Policy & Replacement Cost:

I _____ (print full name), understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Madera County Library in good working condition and free from damage. I understand that I am responsible for any cost incurred due to damage, loss, or theft. I understand I should return my borrowed device(s) at least one (1) hour before closing to the Circulation Desk at the library I browed from and not to any book drop or other library.

Signature: _____ Date: _____

As Madera County Library grows its collection of technology a detailed list of currently available devices will be provided for acknowledgment of device capability and replacement cost.