



## KENAI COMMUNITY LIBRARY ELECTRONIC DEVICE LIABILITY AGREEMENT

Library users who wish to borrow any of the Kenai Community Library's electronic devices must have a valid Alaska Library Catalog library card and complete, sign and abide by this agreement. Users must have a photo ID present to sign this agreement. Minors must be at least 13 years of age to borrow an electronic device. Patrons under 18 years of age must have a parent or legal guardian sign this form and present a photo ID.

Please initial to indicate you have read each point:

\_\_\_\_\_ I have read and agree to the terms of the Library's *Internet Safety Policy*, the *Electronic Device Checkout Policy*, and all other applicable policies (copies of these policies are available at the service desk and on the library's website).

\_\_\_\_\_ I understand that **in-library laptops** are available for checkout on a first-come, first-served basis, for a loan period for up to 2 hours, and may be renewed subject to staff approval. I may not remove the laptops from the building unless granted special permission. I understand that such action will be considered theft and I will be charged the cost to replace the device (\$790).

\_\_\_\_\_ I understand that **Chromebooks** are available for a 21-day loan with one renewal if no other holds exist. Overdue Chromebooks will be remotely disabled immediately and replacement costs will be assessed at seven (7) days overdue (\$331).

\_\_\_\_\_ I will visually inspect the electronic device upon checking it out to confirm that it is in good working condition.

\_\_\_\_\_ I will not engage in any illegal activities using the electronic device. I will not tamper with, alter or delete any settings or configurations, or install software on the device.

\_\_\_\_\_ I understand that I am responsible for saving my work on a storage device of my own. Chromebooks are reset when returned. In-house laptops are reset when the device restarts. All storage files will be deleted at that time.

\_\_\_\_\_ I agree to personally return the device to a library staff member. I will not return any device in the book drop. I will return device no later than 15 minutes before the Library closes.

\_\_\_\_\_ I understand that a library staff member has to inspect the device before checkin to make sure it is in the same condition as when I borrowed it.

\_\_\_\_\_ I am personally and financially responsible for any device checked out to me. A repair fee will be levied for damaged devices and/or accessories based on the cost of the repairs. Any device malfunctions or loss should be reported immediately to Library staff. Fees for the electronic device and/or accessories will be charged based on replacement cost.

\_\_\_\_\_ I agree that the Kenai Community Library is not responsible for any loss or damage to library user's data or media due to viruses, hardware, software, electrical surge or failure, battery failure or any other cause while the library user is using library electronic devices.

\_\_\_\_\_ I understand that electronic device checkout privileges may be revoked if I violate any part of this agreement.

My signature below indicates that I agree to abide by these conditions of use.

Date:

Patron Name:

Patron Signature:

Library Card Number

Parent/Legal Guardian:

Guardian Signature: