

Montclair Public Library

Chromebook and Hotspot Lending Agreement

Please read the following terms and conditions for borrowing laptops and mobile hotspots from the Montclair Public Library, and sign below.

- Files cannot be permanently saved to Chromebooks – all files are erased once you log off. Borrowers are responsible for saving files in an alternate way (e.g. cloud storage or USB drive).
- Laptop and hotspot checkout is limited to one laptop and one hotspot per household at any given time. Any returned device must remain in the Library for 72 hours before a customer, or another customer living in the same household, may check it out again. Any use of a laptop or hotspot for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- Devices must be returned in person to the circulation desk and may not be returned in a Library book drop. Devices returned in the book drop will result in a \$50.00 fine.
- The overdue cost for Chromebooks is \$5 per day and for hotspots is \$5 per day; Chromebook and hotspot bundles that are returned after the due date are \$10.00 per day.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device.
- The Library reserves the right to charge the borrowing customer's account for the cost of repairing or replacing a damaged device at the Director's discretion. Borrowing customers will not be held liable for damage that the Library judges to be the result of normal wear and tear.

I agree to be responsible for any Chromebook or hotspot borrowed and will be liable for any loss or damage incurred while such items are charged to me or my minor child. I am aware that items loaned must be returned inside the Montclair Public Library at 50 S. Fullerton Ave. in Montclair on or before the due date. I agree to pay the following fees per day for each late item and/or repair or replacement cost of equipment damaged or lost:

Item	Daily Overdue Fine	Replacement Cost
Chromebook	\$5.00	\$200.00
Chromebook Power Cord	--	\$10.00
Hot Spot	\$5.00	\$75.00
Hot Spot Power Cord	--	\$10.00

Age 17 or younger

Printed Parent or Guardian Name: _____

Signature of Parent or Guardian: _____

Parent/Guardian Phone Number: _____

Name of minor: _____

Date: _____

Age 18 and older

Name (Please Print)

Phone Number

Signature

Date

Library Use Only: <input type="checkbox"/> Note added to patron record <input type="checkbox"/> Filed in Permission Notebook at the Circulation Desk
