



Edith B. Siegrist Vermillion Public Library
18 Church Street, Vermillion, SD, 57069 ▪ (605) 677-7060 ▪ www.vermillionpubliclibrary.org

Technology Checkout User Agreement

Devices: iPad, Laptop, Chromebook, Android Tablet

Library patrons who are at least 18 years of age may check a device out from the Circulation Desk for up to two hours, **for in-house use ONLY**. This library service is subject to availability and on a first come, first served basis. All Library devices must remain in the library building during use and each device is to be used only by the person who checks it out. Adults may check out a device for use by a minor they are responsible for; however, the adult is responsible for direct supervision of the minor's use of the device.

To check out a device, a patron must have a current library card and leave a valid photo ID. The patron must be in good standing (no fines or overdues). The driver's license will be returned to the patron when the patron returns the device. Under no circumstances may a patron use another person's library card.

Library patrons who check out a device must first sign an agreement to the following:

- I will immediately inspect the device upon checking it out and confirm that it is in good condition.
- I will not tamper with the device's hardware, software or configuration/settings. No additional software or applications may be downloaded or installed.
- I agree to protect this equipment from theft and/or damage.
- I understand that failure to return a device or any components will be reported to the Vermillion Police Department for investigation, and I will cooperate with such investigations.
- I agree to go to the library Circulation Desk immediately if this equipment is damaged, lost, stolen, or malfunctioning. Do not attempt repairs, adjustments, or alterations of any kind.
- I will not leave the device unattended.
- I agree to accept full financial responsibility for any damage incurred to the device through abuse, misuse or neglect while it is in my care. I accept full financial responsibility for failure to return the device and accompanying equipment.
- I agree to return the device to the Circulation Desk by the time due and personally give it to a library staff member before I leave the Edith B. Siegrist Vermillion Public Library.
- I understand that this equipment is a **2-hour library loan and cannot leave the building**. I will not take the device from the Edith B. Siegrist Vermillion Public Library.
- If I need to use sound I will use headphones with the device so as to not disturb other library users (Headphones are available to check out and ear buds available to purchase).
- If nobody else is waiting to use the device, it may be renewed for one hour.
- I understand that even if I have not used the device for a full two hours, I must return it to the Circulation Desk no later than 15 minutes before the library closes. (The library closes at 9 p.m. Monday – Thursday, 6 p.m. Friday, 5 p.m. Saturday, and 5 p.m. Sunday).

Limited technical support is available through the library's staff. Borrowers must have familiarity with using computers and the software on the laptops.

If a patron removes a device from the library, the fine is \$25 per day and suspension of all library borrowing privileges until the device is returned. Failure to return a device to the library constitutes theft and the library will pursue prosecution to the fullest extent of the law.

Borrowers must not engage in any illegal activities such as hacking, pirating, downloading illegal materials, etc. Borrower will not violate the Edith B. Siegrist Vermillion Public Library Internet Use Policy and the library's Patron Code of Conduct. I (the Borrower) have read these policies and I understand that violation of these policies may result in revocation of my library privileges.

Borrower understands that the library is not responsible for damage to any disk, computer, device or for any loss of data, damage, or liability that may occur from use of these devices or malfunctioning library hardware or software.

PRIVACY ALERT: The Library disclaims all liability for loss of confidential information or damages resulting from that loss and accepts no responsibility for breach of privacy. The Library recommends you do not save any personal information on Library devices. Borrowers wishing to save files or data must save them to a USB flash drive, to personal data storage areas on the internet (in the cloud) or to personal email accounts. If you log in to any service, please be certain to log out.

Library device privileges may be revoked if a borrower violates any part of this agreement.

I have read all the statements listed above and I agree to abide by these terms and conditions of use.

The Library reserves the right to amend this policy at any time.

Date: _____ Staff Initials: _____

Patron's Printed Name: _____

Patron's Signature: _____

Library Card #: _____

Driver's License # _____

Approved by the Library Board November 15th, 2018