



# Tech Lending Library Borrower Policy & Agreement Form

Staff Initials: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(Write last known address if no current address)

Email Address: \_\_\_\_\_ Cell/Home #: \_\_\_\_\_  
(Write N/A if none)

Library card # \_\_\_\_\_ Gender: Male / Female Hispanic: Yes / No

## Demographic Information (REQUIRED):

### Household Size (Number of persons in family)

Check one box

- 1 person
- 2 persons
- 3 persons
- 4 persons
- 5 persons
- 6 persons
- 7 persons
- 8 persons
- Over 9 persons

### Household/Family Income Summary

Check one box

- \$44,350 or below family income
- \$73,950 or below family income
- \$112,150 or below family income
- \$148,050 or above family income

### Ethnicity Check one box

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Pacific Islander
- American Indian/White
- Asian/White
- Black/White
- American Indian/Black
- Other/Multi-Racial

**I acknowledge that the Tech Lending Library Services are intended for library patrons who do not otherwise have access to the equipment or services sufficient to meet the patron's educational needs. To the best of my knowledge, the information above is correct and I fully understand that the information provided will be shared with the Library Services special grant reporting purposes, where names and identifiable information will be removed.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Staff Completion:

### Technology Equipment: (Max 3 Devices, 1 of each Per Check-Out)

[ ] Chromebook Serial Number Issued: \_\_\_\_\_

[ ] Mi-Fi Serial Number Issued: \_\_\_\_\_

[ ] Samsung Tablet Serial Number Issued: \_\_\_\_\_

Device Tag Colors (last 4 digits of serial number)

Yellow \_\_\_\_\_

Green \_\_\_\_\_

Orange \_\_\_\_\_

Device Check-Out Date: \_\_\_\_\_

Device Due Date: \_\_\_\_\_

**Tech Lending Library  
Borrowing Policy & Agreement  
Hayward Public Library**



**Borrowing Policy for Long-Term Checkouts**

- Hayward Public Library's technology equipment may be checked-out by **Hayward residents** whom otherwise do not have access to broadband internet or a computing device, who are 18 years and older, and complete this Borrowing Policy & Agreement Form.
- A valid Hayward Public Library card number is required.
- A borrower must read, understand, and sign this agreement before any technology equipment is checked-out.
- **The loan period for technology equipment check-out is 12 weeks. After the last day of the loan period, any late or unreturned devices will be disabled and rendered useless after the 2 day grace period. Technology equipment must be returned directly to the Downtown Library or Weekes Branch Account's Desk.**
- All equipment and peripherals (boxes, power brick, etc.) must be returned on or before the due date and time indicated.
- For unreturned equipment: \$20 processing fee will be placed on the account after the due date and 2 day grace period; the cost of the unreturned equipment—Chromebook (up to \$500.00); accessories (up to \$25/ each); Tablet (up to \$250); Hotspot (up to \$400). Damage fees vary. All equipment must be returned to the Accounts Desk at the Downtown Library. **DO NOT RETURN EQUIPMENT TO BOOKDROPS AT THE LIBRARY.**

**Liability**

- The borrower is responsible for costs associated with damage or loss of technology equipment due to neglect or abuse. Damage fees vary. Please reference replacement costs for technology equipment above.

**Proper Care and Use**

- As with all library property and equipment, users are expected to treat all technology equipment and peripherals with respect and care.
- No food or drink near any of the technology equipment.
- All borrowers should use the technology equipment in a responsible and courteous manner, and abide by Hayward Public Library's Code of Conduct and Computer Use Policy and the internet-specific rules, regulations, and procedures established for its use.

**Technology Lending Agreement**

*I agree:*

- To abide by Hayward Public Library's Tech Lending Library Borrowing Policy & Agreement as stated above.
- To pay full repair and/or replacement costs should any equipment or any be stolen, lost, not returned, or damaged. Library staff identifies any such damage during inspection upon return of the technology equipment.
- That I will not adapt, alter, modify, decompile, translate, disassemble, or reverse engineer any of the technology equipment or any of its components; copy or make derivative works of the equipment; attempt in any way to extract the course code; or use the equipment for high risk activities.

**I have read the entire document and my signature below indicates my agreement with the above statements and I certify that I am 18 years and older. To the best of my knowledge, the information above is correct and I fully understand that the information provided will be shared with the Library Services special grant reporting purposes, where names and identifiable information will be removed. I acknowledge that the Tech Lending Library Services are intended for library patrons who do not otherwise have access to the equipment or services sufficient to meet the patron's educational needs.**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_