

# HOME Technology Equipment Application/Agreement

|   |  |                     |                      |                     |  |
|---|--|---------------------|----------------------|---------------------|--|
| PLEASE PRINT  |  |                     | Library Card # _____ |                     |  |
| Last Name   |  | First Name          |                      | Middle              |  |
|   |  |                     |                      |                     |  |
| Address   |  |                     |                      |                     |  |
|   |  |                     |                      |                     |  |
| City  |  | State               |                      | Zip                 |  |
|   |  |                     |                      |                     |  |
| E-mail Address  |  |                     |                      |                     |  |
|   |  |                     |                      |                     |  |
| Home Phone #  |  | Work Phone # / Ext. |                      | Cell Phone #        |  |
|   |  |                     |                      |                     |  |
| Driver's License #  |  | State               |                      | Expires: MM/DD/YYYY |  |
|   |  |                     |                      |                     |  |
| Other Photo ID Type   |  | ID#                 |                      | Expires: MM/DD/YYYY |  |
| <input type="checkbox"/> Passport <input type="checkbox"/> State ID <input type="checkbox"/> Mil<br><input type="checkbox"/> Other: _____ |  |                     |                      |                     |  |

**BORROWING TIME LIMIT: 2 weeks**                      **LATE CHARGES: \$10 per day**

Note: Please return this application to the Customer Service Desk. Equipment checkout is limited to current Wadsworth Public Library card holders. **New cardholders may not check out digital equipment for home use until they've had their library card for two months.** Service may be denied to people who abuse equipment, repeatedly return equipment late, or otherwise interfere with the provision of technology equipment service.

## Liability Statement:

*I agree to pay all costs associated with damage to any borrowed technological devices or their replacement costs, should they be lost or stolen. I understand that the replacement cost for these items can be up to \$1,500 plus the accrued overdue fine(s) and a \$15 processing charge.*

*This agreement will last one year.*


**I agree with the above liability statement.**

Signature \_\_\_\_\_ Date    /    /     
MM    DD    YYYY

### For Official Use Only

- Proper Photo ID
- Access approved

WADSWORTH  
Ella M. Everhard  
Public Library



132 Broad Street, Wadsworth, OH 44281-1850

# HOME Technology Equipment Borrowing Policy

**BORROWING TIME LIMIT: 2 weeks**

**LATE CHARGES: \$10 per day**

## Eligible Borrowers —

- Wadsworth Public Library card holders. **New cardholders may not check out equipment for home use until they've had their library card for two months.**
- A valid Ohio driver's license or Ohio state-issued ID must be presented to check out a laptop.
- A Loan Application/Agreement form must be filled out and signed prior to checking out a laptop. Agreements expire annually, and a new application must be completed.
- Age 18 and older.
- If your library account is blocked due to unpaid fines, you will not be able to check out a laptop.

## Loan Period and Availability —

- Equipment may be borrowed for two weeks and is not renewable.
- Only one item or piece of equipment per person may be checked out at a time.

## Fines and Liability —

- **Overdue fines accrue at the rate of \$10.00 per day.**
- **A maximum replacement charge of \$1,500 and a non-refundable service fee of \$15.00 will be accessed for lost, stolen or unreturned equipment.**
- Damage to a piece of equipment and/or its peripherals (power supply, cord, cable, mouse, batteries, and wireless card - if applicable) will result in full repair and/or replacement costs.
- Overdue fines, repair, and replacement charges will be applied to the customer's account.

## Annual Laptop Agreement —

The first time a customer checks out a piece of equipment, a "Loan Application/Agreement" must be completed, acknowledging financial responsibility for lost or damaged equipment. The form will be kept on file in the Circulation Department of the Library.

## Additional Guidelines —

- Do not leave the equipment unattended at any time.
- You may not attach other hardware to the equipment, install your own software, or change system settings.
- Wadsworth Public Library is not responsible for damage to your personal disks or for the loss of any data during the loan period.
- Customers must save data to their personal disks or to their personal web space. Do not save anything to the internal drive; it will be deleted once the equipment is powered off or returned.
- Wadsworth Public Library is not responsible for any files remaining on the equipment once it is returned. Once the equipment is returned, it will be formatted to its basic configuration.
- Please save your work frequently. Battery failure might result in lost work.
- Hardware or software support is available at the Reference Desk during normal operating hours.
- Operating manuals and/or instructions must be returned with borrowed equipment.

## LIBRARY HOURS

Monday - Thursday    10 am - 8 pm  
 Friday                    10 am - 5 pm

WADSWORTH  
Ella M. Everhard  
Public Library



132 Broad Street, Wadsworth, OH 44281-1850