

Technology Lending Guidelines and Agreement

The Santa Fe Public Library ("Library") is dedicated to connecting our community with innovative technology and access to meet their personal and professional needs. There is no charge to borrow technology, however, fees will be charged for late, lost, stolen, or damaged equipment.

Upon check out, the borrower assumes full responsibility for the equipment and any accessories. This includes financial responsibility for replacing an item if lost, stolen, or damaged.

Guidelines for Borrowing and Use of Library Technology:

1. Borrowers must be at least **18 years old**.
2. A valid Santa Fe Public Library card with **current address is required**.
3. Library account should be in good standing.
4. A valid government issued ID with picture and **proof of a current New Mexico address** must be presented.
5. Borrowers are required to read, understand, and sign this Agreement in the presence of a library staff member.
6. Library Technology must be checked out and signed for in the presence of a library staff member.
7. This technology must be returned to Library and signed back in with a library staff member.

Time Limits and Availability

- Technology may be borrowed for **28 days. Renewals are not automatic**. Please contact the library for assistance with renewals

Fees/Costs

There is a five (5) day grace period for overdue technology, but a \$30.00 late fee will be charged on the sixth day. If you are unable to return your technology due to extenuating circumstances, please contact the library.

Replacement costs for late, lost, stolen or damaged items are as follows:

Late Items	\$30.00	If not checked in before the sixth day overdue
Hotspots	\$50.00	Missing/damaged hotspot (complete replacement)
	\$20.00	Missing/damaged SIM card
	\$10.00	Missing/damaged power adapter
	\$10.00	Missing/damaged case
Laptops	\$250.00	Missing/damaged laptop (complete replacement)
	\$20.00	Missing/damaged case
	\$20.00	Missing/damaged power adapter

- The borrower is solely responsible for the technology and agrees to pay replacement costs associated with damage or loss to equipment or accessories while checked out.
- Santa Fe Public Library is not responsible for the loss of any data while using this technology nor personal information that remains on the device after use. The laptops utilize software designed to clear user data on restart; however, patrons are responsible for clearing personal data from computers before returning by rebooting the computer.

Usage and Limits on Use

The borrower is responsible for verifying the current physical condition of the laptop and that it is in working order when it is checked out. Please report damage, non-working laptops, and laptops with any objectionable material downloaded on them immediately. Unreported issues will become the responsibility of the current borrower.

The laptops may not be used to engage in illegal activities or in a manner that interferes with other patrons' ability to use library resources.

Borrowers may not remove or install any software on Library laptops.

Disclaimer

The Library is not responsible for damage to any removable drive (e.g. USB or CD drive) or loss of data that may occur due to user error or malfunctioning hardware/software. Users wishing to save files they have created must save them externally to a flash drive or other storage device or in a cloud storage service. All created files will be wiped clean after a session ends and the laptop is turned off or rebooted.

The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. Laptops use current anti-virus software but cannot guarantee protection against all viruses. The Library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment.

Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

I agree:

- To abide by Santa Fe Public Library's lending guidelines.
- To pay any fees as detailed in the lending guidelines if the equipment is returned late.
- To ensure safety and security of all equipment and accessories while in my care including the paying of replacement costs should the equipment or accessories be lost, stolen, damaged, or not returned while checked out to me.
- Failure to follow the terms of technology lending guidelines and agreement could result in the loss of technology borrowing privileges.
- I acknowledge that anti-theft software has been loaded on each device.
- Late items will be charged \$30.00 on the sixth day after the five-day grace period has ended.

By my signature below I agree that all of my questions have been answered and I agree to abide by everything in the Technology Lending Guidelines and Agreement:

Print Name

Signature

Date

Library Card Number _____

ID Verified _____

Staff Signature _____