**BALDWIN PUBLIC LIBRARY**

***Internet To Go Kit* USER AGREEMENT**

**PURPOSE**

The Baldwin Public Library’s mission is to help patrons learn, connect, and discover. The *Internet To Go Kit* gives borrowerss the ability to:

* Access the internet outside the Library
* Access electronic materials, research databases, and Library services while the Library is closed.
* Use the internet for an extended period of time while the Library has limited in-person services due to the COVID-19 virus.

**ELIGIBILTY FOR USE OF THE INTERNET TO GO KIT**

The Borrower must:

* be 18 years of age or older
* present a valid picture ID with birth date

Prior to checking out the *Internet To Go Kit*, borrowers must complete the Internet To Go Kit User Agreement Form and verify his/her identity with a valid photo ID.

**RULES OF USE**

Patrons who check out the *Internet To Go Kit* are responsible for all materials associated with the kit loan and will pay for any damages if it is lost, damaged, or stolen. These materials include:

* Chromebook (value: $450.00)
* Chromebook Charger (value: $16.00)
* Wi-Fi Hotspot (value: $84.00)
* Wi-Fi Hotspot Battery (value: $16.00)
* Carrying case (value: $186.00)
* Mouse (value: $12.00)

The *Internet To Go Kit* must returned to the Circulation Desk in the Library.

Patrons may place *Internet To Go Kits* on hold and checkout is limited to one per household at any given time. Kits may be renewed if no other patrons are on hold for the kit.

Patrons who check out the kit must agree to follow the rules outlined in the Baldwin Public Library *Electronic Device, Network, and Internet Use Policy*. The Library reserves the right to deny the use of electronic devices to any borrower who does not adhere to Baldwin Public Library policies and procedures. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

The Library is not responsible for any liability, damages, or expense resulting from the use or misuse of the 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. Borrowers are responsible for removing any personally identifying information, files, or downloads from the device before returning the kit to the Library.

**FINES/CHARGES**

*Internet To Go Kits* have a one week loan period. All fines and charges will be attached to the borrower’s record and may result in the following fees:

* Late return fee: $10.00 per day, up to the full cost of the kit
* Replacement costs for lost, stolen, or unreturned *Internet To Go Kit*: up to $764.00
* Damage charges will be assessed based on the actual repair cost

Borrowers are responsible for the safe- keeping and return of this kit to the Library in good working order, and assume liability for the equipment while it is in their care. Borrowers are responsible for damaged and/or missing pieces of the lent items.

Electronic devices must be kept in a temperature-controlled environment (not left in vehicles or structures in extreme temperatures).

Deliberately altering any files, or modifying the configuration of Library-owned equipment is strictly prohibited.

The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure, data loss or interruption of service during use. Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to electronic devices checked out, the borrower should notify Library staff as soon as possible. Failure to notify the Library of existing damage limits the borrower’s ability to dispute charges for a damaged device or equipment.

**BALDWIN PUBLIC LIBRARY**

***Internet To Go Kit* Borrower’s Agreement**

**The borrower must:**

* be 18 years of age or older
* present a valid picture ID with birth date

Borrower’s Name:

Library Card #: Phone #:

Email Address:

**Internet To Go Kit Contents include:**

* Chromebook (value: $450.00)
* Chromebook Charger (value: $16.00)
* Wi-Fi Hotspot (value: $84.00)
* Wi-Fi Hotspot Battery (value: $16.00)
* Carrying case (value: $186.00)
* Mouse (value: $12.00)

The total value of the kit is $764.00.

Check-out Date: Due Date: Item Barcode:

I understand that I am fully responsible for the kit borrowed and the accessories referenced above, and for the safe and timely return of the kit to a Library staff member at the Baldwin Public Library Circulation Desk. If the kit and any of its parts are damaged, lost, or stolen, I understand that I am responsible for all applicable charges. My signature below indicates that I have read, understand, and agree to the Conditions of Use listed in the Internet To Go Kit Borrower Agreement. I agree to return the kit by the due date listed on the Borrower’s copy of the Borrower Agreement.

I agree to pay all replacement or damage fees involved in use of the Internet To Go Kit.

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

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Printed Name Signature