



FY25 - 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

- \$46,700 or below family income
- \$77,850 or below family income
- \$120,800 or below family income
- \$159,500 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** who 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. Devices may not be placed on hold or renewed.**
- 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 or Weekes Branch. **DO NOT RETURN EQUIPMENT TO BOOKDROPS OR AUTOMATED RETURN MACHINES AT EITHER 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, including maintaining device cleanliness.
- 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 peripherals 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 agree to return the devices in operating condition. If lost or returned damaged, I will no longer be able to use the Tech Lending Library Services.

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: _____