

This program is supported by IMLS & GPLS grant funds. Requested demographic Data:

Population: K-12 College Adult Other _____

Age: 0-5 6-12 13-17 18-25 26-49 50-59

60-69 70 +

Technology Lending Agreement Form

This Agreement is made this _____ day of _____, 20____
by _____ (“Borrower”),

And Elbert County Public Library System (“ECPL”) and each of its successors, assigns, libraries, directors, officers, employees, agents, and sub-contractors.

Borrower agrees to these checkout conditions (please initial):

_____ Borrower acknowledges that they know the due date, have been provided a copy of the Technology Lending Policy, that they have read and understand such policy, and that they have been given the opportunity to ask questions regarding the policy.

_____ Borrower agrees that they are responsible for any actions or damages resulting from anyone else using the Technology while it has been checked out to the borrower

_____ Borrower agrees to pay replacement fee(s) listed if the Technology, or any of its components, are lost or damaged beyond repair.

_____ Number of Technology items checked out with this form, including items on reverse side, if any _____

Borrower signature _____ Date _____

Borrower email _____

Borrower phone _____

Borrower PINES account # _____

Library Staff signature _____ Date _____

Approved by Elbert County Public Library Board of Trustees 2/9/2023



Borrower Desires to borrow (check-out) the following Technology:
(Please initial items to be checked out. Use reverse for additional Chromebooks, Launchpads, WiFi Hotspots.

Chromebook

Total replacement cost \$ 425.00

(Laptop, power adapter & cord, case, inventory sticker, barcode)

Chromebook: \$296.00

Power Adapter

& cord: \$ 75.00

Case: \$ 50.00

Barcode: \$ 2.00

Inventory # : \$2.00

Item Barcode # _____

Inventory # _____

HP Serial # _____

Launchpad

Total replacement cost \$ 250.00

(Learning tablet, power cord, bumper & case, inventory sticker, barcode)

Launchpad : \$170.00

Charging cord: \$ 25.00

Bumper& Case: \$50.00

Barcode: \$ 2.00

Inventory # : \$2.00

Item Barcode # _____

Item TITLE _____

Mobile Hotspot

Total Replacement Cost \$ 88.00

(Device, power adapter & cord, case, Inventory sticker, Barcode)

Hotspot : \$ 57.00

Power adapter

& cord: \$ 22.00

Case: \$ 5.00

Barcode: \$ 2.00

Inventory \$ 2.00

Item Barcode # _____

Inventory # _____

Serial # _____

Technology Return date: _____ Inspected by _____

_____ Turned on, booted up, and verified in good working order/condition

_____ Damaged/ Pieces missing _____

_____ Lost/ Other _____

Inspect & notate each piece of technology separately. Use Reverse if needed

Chromebook

Total replacement cost \$ **425.00**

(Laptop, power adapter & cord, case, inventory sticker, barcode)

Chromebook: \$296.00

Power Adapter

& cord: \$ 75.00

Case: \$ 50.00

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Hotspot : \$ 57.00

Power adapter

& cord: \$ 22.00

Case: \$ 5.00

Barcode: \$ 2.00

Inventory \$ 2.00

Item Barcode # _____

Inventory # _____

Serial # _____

Technology Return date: _____ Inspected by _____

_____ Turned on, booted up, and verified in good working order/condition

_____ Damaged/ Pieces missing _____

_____ Lost/ Other _____

Inspect & notate each piece of technology separately. Use Reverse if needed

Technology Return date: _____ Inspected by _____

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Inspect & notate each piece of technology separately. Use Reverse if needed

Technology Return date: _____ Inspected by _____

_____ Turned on, booted up, and verified in good working order/condition

_____ Damaged/ Pieces missing _____

_____ Lost/ Other _____

Inspect & notate each piece of technology separately. Use Reverse if needed

Technology Return date: _____ Inspected by _____

_____ Turned on, booted up, and verified in good working order/condition

_____ Damaged/ Pieces missing _____

_____ Lost/ Other _____

Inspect & notate each piece of technology separately. Use Reverse if needed

Borrower _____
 Signature _____ Date _____

Borrowers agree to the following replacement fee(s) if items are kept fourteen (14) days beyond the checkout period, if the Technology is lost or damaged beyond repair, or if components of the Technology are lost or damaged.

Chromebook : (Laptop, power adapter & cord, case, inventory sticker, barcode)

\$296.00	Laptop
\$ 75.00	Power Adapter & Cord
\$ 50.00	Case
\$ 2.00	Barcode
\$ 2.00	Inventory code
\$ 425.00	TOTAL REPLACEMENT COST

Launchpad: (Learning tablet, power cord, bumper & case, inventory sticker, barcode)

\$170.00	Launchpad device
\$ 25.00	Charging Cord
\$ 50.00	Bumper& Case
\$ 2.00	Barcode
\$ 2.00	Inventory #
\$ 249.00	TOTAL REPLACEMENT COST

Mobile Hotspot (Device , power adapter & cord, case, Inventory sticker, Barcode)

\$ 57.00	Hotspot device
\$ 22.00	Power adapter & cord
\$ 5.00	Case
\$ 2.00	Barcode
\$ 2.00	Inventory sticker
\$88.00	TOTAL REPLACEMENT COST

- **Items may NOT be returned to a book drop box**
- **They must be handed over to a staff member at the circulation desk of the library branch from which the item was borrowed.**
- **Items cannot be checked out to anyone under the age of 18. Items can only be checked out to an parent or adult guardian who will take responsibility for any lost, damaged or late fines and fees.**
- **Chromebooks do not carry full CIPA compliant filtering. Parents are urged to monitor their child's usage.**
- **Borrowers must call the library (Elbert Co. 706-283-5375 or Bowman 706-245-0705) as soon as possible if they notice problems or damage to the equipment.**

Approved by Elbert County Public Library Board of Trustees 2/9/2023



Elbert County Public Library 345 Heard Street, Elberton , GA 30635
706-283-5375

Bowman Branch: 21 Prince Avenue, Bowman, GA 30624
706-245-0705

Thank you for checking out items in our Technology Lending Program. Please review the Technology Lending Policy and list of charges that are included on this information sheet. Borrowers should be aware of the charges that will be billed to the patron should items be damaged or lost while in their care.

Your checkout receipt is attached to this sheet. Please contact your library if you notice any issues with the equipment or have questions about the items you checked out today.



These devices have been purchased through the GEER Device Replacement Grant. By the Georgia Public Library Service (GPLS). The grant is funded by the Governor's Emergency Education Relief Fund II (GEER) from the Federal Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act.

Elbert County Public Library System Technology Lending Policy

The Elbert County Public Library System (ECPLS) has a variety of devices and computer equipment (“Technology”) available for checkout for in-library and at home use. Availability varies by Member Library and patrons should contact their local library for details.

Lendable technology is available on a first-come first-served basis. Technology can be borrowed for up to 14 days, is not eligible for holds or renewals, and is available to be checked out by PINES library card holders ages 18 years and older, whose card is in good standing. Patrons must complete the Technology Lending Agreement Form in order to check out a device or computer equipment.

Patrons understand and acknowledge that while using ECPLS technology:

- Patron agrees to abide by the Rules for Library Users Policy, Circulation Policy and Procedures, the Internet & Computer Acceptable Use Policy, and any other policy or procedure of ECPLS
- Use of an ECPLS device or computer equipment for illegal purposes is expressly forbidden, in accordance with applicable legal statutes.
- Patrons create, use and store personal data, including all files, folders and media, on devices or computers at their own risk. ECPLS is not responsible for the loss of personal data, including but not limited to files, folders and media.
- Reconfiguring or disassembly of devices or computers is not allowed.
- Misuse of technology may result in suspension or termination of borrowing privileges.
- Patrons must return the technology the Member Library (Elberton or Bowman) where it was checked out. Patrons returning Technology to another Member Library within ECPLS or another PINES library, will be charged the cost of shipping and a \$50.00 processing fee.
- Patrons will be responsible for any and all damages to the Technology or any missing parts. The replacement value of the Technology and the replacement value of the individual parts will be outlined on the

Technology Lending Agreement Form. In the event of damage, the patron who checked out the device or computer equipment will be responsible for the cost of repairs, up to the replacement cost.

- At the time the Technology is returned, a staff member will note the condition of the device or computer equipment on the Technology Lending Agreement Form, note any apparent damage, and note if any individual parts are missing. Before signing off on the return, the staff member will boot up the device to ensure that it is in good working order. If there is a doubt that the Technology is in good and working order, the device will be inspected by Library IT personnel or consultant within a reasonable period of time, and the condition will be reported to the patron.
- For Laptops/ Chromebooks, and hotspots and Launchpads a late fee will be charged at a rate of \$5.00 a day with a maximum late fee of \$20.00. After fourteen (14) days beyond the checkout period, the Technology will be considered lost and the full cost of the device or computer will be charged to the patron. Collection fees may also be applied.
- Patron will be required to complete the Technology Lending Agreement Form which patron, for themselves and their heirs, executors, administrators and assigns, hereby release, waive, discharge and hold harmless ECPLS and it’s successors, assigns, libraries, directors, officers, employees, agents, and subcontractors from any and all liability, claim and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the use of Technology. Patron understands and acknowledges that this Agreement discharges ECPLS from any liability or claim that patron may have against ECPLS with respect to bodily injury, personal injury, illness, death, property damage, or any other claim that may result from the Technology or occurring while the patron is borrowing ECPLS Technology.