

Date Called: _____

Date Suspended: _____



TechConnect

Name: _____

Due Date: _____

Device #: _____

**TECHNOLOGY LENDING PROGRAM
OVERVIEW/POLICY/BORROWER AGREEMENT**

PROGRAM OVERVIEW

The Rolla Public Library has established the TechConnect Technology Lending Program to provide patrons in our community with high-speed internet access and technology through lendable hotspots and Chromebooks. With this program, library card-holders can use the internet and technology devices for help with distance learning, telehealth, virtual job-seeking and more. Patrons can have home access to the library's digital resources such as our databases, eBooks, eMagazines and eAudiobooks, as well as general access to the internet. Patrons will be able to take advantage of our TechConnect Technology Lending Program with a Rolla Public Library card that is in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and a current state ID.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. 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.

This project was initially supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri Department of Economic Development and the State Library, a division of the Office of the Secretary of State. This project was initially supported by the Emergency Connectivity Fund under the provisions of the American Rescue Plan Act of 2021 as administered by the Federal Communications Commission.

CIRCULATION POLICY

- TechConnect devices:
 - have a loan period of **14 days**
 - devices will be deactivated once overdue
 - devices will be charged to the patron account after 30 days overdue
 - may be placed on hold
 - must be returned **INSIDE** the library; **they may not be placed in the outdoor book return** (Call us to pick it up if we are offering curbside only service)
 - must be returned with all components (cords, batteries, etc.)

 - Patrons borrowing TechConnect devices:
 - may place a hold for a device
 - must pick up an arrived hold within **3 days** of notification must be 18+ years old
 - must show a current state ID
 - must have a library card in good standing that is at least one month old.
 - must check out no more than one device per household*
- *unless given approval by the director

- must sign the TechConnect Borrower Agreement for each loaned device
- must pay the following replacement costs for lost materials:
 - **hotspot - \$85**
 - hotspot cord - \$20
 - hotspot case - \$10
 - **Chromebook - \$230**
 - Chromebook cord - \$20
 - Chromebook case - \$60
- will be suspended from using the TechConnect program due to damaged and/ or delinquent technology items.

BORROWER AGREEMENT

I have read and understand the Rolla Public Library TechConnect Technology Lending Program Policy.
By signing, I agree to comply with the rules and regulations outlined above.

Device #: _____ Device Type: _____ Due Date: _____

Signature: _____ Date: _____

Printed Name: _____

Library Card #: _____

Phone: _____

Email: _____


Check all that apply:

Will you be using the device for: Telehealth Distance Learning Virtual Job-Seeking

Please check that all items are accounted for:

<u>Hotspot Checklist:</u> ___ Hotspot ___ Charging Cord ___ Charging Box ___ Information Handout ___ Cover Art
<u>Chromebook Checklist:</u> ___ Chromebook ___ Chromebook Case ___ Charging Cord ___ Information Handout ___ Wired Mouse

_____ Date Returned
_____ Staff Initials

Device Number		Date Returned
<p><u>Certified Proof of Return</u></p> <p>This slip is proof that the device with the number listed above has been returned to the Rolla Public Library.</p>		
		Staff Initials