



Piedmont Regional Library System Technology Lending Policy

Revised copy approved by Piedmont Regional Library System Board of Trustees, January 2025

Please read and sign.

Staff will provide you with a copy of the Policy and the signed Agreement.

The Piedmont Regional Library System has established a Technology Lending Program to provide patrons in our community with the technology they need to be successful in today's high-tech society. Examples of devices include mobile hotspots, laptops, and Chromebooks (list is not inclusive.) Examples of benefits of borrowing technology on a short-term basis include:

- Trying out a device that you are considering purchasing
- Needing short-term Internet access during a move
- Practicing with various technology in preparation of a job interview
- Use while waiting for repair or replacement of your usual device
- Use while traveling

If the borrowed device is a hotspot, use of the hotspot must be integral, immediate, and proximate to the provision of library services to library patrons.

Rules of Conduct

- 1. For your safety, devices should be kept in a temperature-controlled environment; do not leave them in a car.**
2. Number of checkouts per household may be restricted by library staff
3. Patron must be a Piedmont patron 18 years of age or older
4. Patrons must read and sign this agreement in the presence of a library staff member each time a device is checked out
5. Patron must have a current address on file and no fines or fees
6. Overdue devices will be deactivated
7. The overdue fine for devices is \$10
- 8. After any lending abuse as determined by library staff, patrons will be suspended from checking out any technology for a minimum of six months.**

Piedmont Regional Library System Technology Lending Agreement

Type of Device: _____ Due Date: _____

Barcode: _____

I agree to use reasonable care to prevent damage to the borrowed device and assume full financial and personal responsibility for any risks of loss or damage that may be sustained as a result of any act of negligence by me.

I hereby release, waive, discharge, and agree to hold harmless for any and all purposes, Piedmont Regional Library System, its elected officials, officers, directors, agents, trustees and employees from any and all damages, losses, liabilities, claims, bodily injury or personal injury, including death or identity fraud, that may be sustained during my use of the borrowed device.

Print Name: _____

Library Card
Number: _____

Address: _____

Email
Address: _____

Phone: _____

I have read this entire document, and my signature below indicates my agreement to abide by the Piedmont Regional Library System Technology Lending Policy.

Signature: _____

FOR STAFF USE UPON RETURN:

Return Date/Time: _____

All Components Returned? YES NO

All Components Operational? YES NO

Staff Name: _____