**Digital Toolbox Lending Agreement**

The Library has laptops and mobile hotspots available for circulation outside of the building. Laptops circulate with a companion hotspot in a kit known as a digital toolbox. Hotspots may also circulate individually.

The Library’s Digital Toolbox consists of the following items:

* One laptop computer
* One mobile hotspot
* One wired mouse
* One USB drive (this will become patron property at the end of the checkout period)
* One travel case

Patrons who borrow a digital toolbox or hotspot from the Library must sign an agreement to the following terms and conditions:

Digital toolboxes and hotspots check out for a period of 90 days and are limited to one per household. Patrons must be 18 or older to borrow and must complete a brief tutorial with a Library staff member prior to checking the item out.

Holds may be placed and do not affect the lending period. Patrons may download their personal data to the library-provided USB drive and keep the drive after the lending period is over.

Digital toolboxes and hotspots do not accrue daily fines. Once the hotspot is 1 day overdue, it will be deactivated. If a kit is more than seven (7) days overdue, it will be billed to the patron at a cost of $550. If a hotspot is more than seven (7) days overdue, billed to the patron at a cost of $120. Patrons who return the toolbox or hotspot in satisfactory condition will have their bill waived. Lost or damaged components of the digital toolbox or hotspot will be assessed and charged at an item-by-item basis.

Laptops are equipped with theft recovery software. The Library reserves the right to turn overdue accounts over to appropriate authorities if items are not returned in a timely manner.

Patrons who borrow a digital toolbox or hotspot from the Library may be asked to complete a survey about their usage of the items after they return them. Survey information will be collected to help Library personnel improve services. All information obtained from the survey will be kept confidential.

*I have read the above terms and conditions and agree to be responsible for the material borrowed as well as for fines and fees incurred, including charges for lost or damaged material.*

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Box Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*