



Mobile Device Usage Agreement

Eligibility

Mobile devices will be made available to patrons who meet all of the following requirements:

- Adult patrons in good standing (owing fines of \$9.99 or less) who have and present a valid LAPL library card.
- Patrons who have read and signed this Usage Agreement.
- Teen patrons aged 13 or up are also eligible to borrow mobile devices (excluding Tech2go computer bundles) and must have this Mobile Device Usage Agreement signed by a registered parent/guardian. Parent/Guardian must be present with the minor patron at the time of signature.
- The Mobile Device Usage Agreement must be signed in the presence of a library staff member and a valid government photo ID with current address must be presented and verified by staff. ID must match the patron's circulation record.

Patron Responsibility

- Mobile device borrower agrees to assume responsibility for proper use and care of library equipment and for returning the mobile device in the same condition as when checked out. The mobile device may include a case, power cord, wall adapter, stylus, or other accessories unless otherwise noted. Any malfunction should be reported immediately to library staff. When the use period is over, the borrower is responsible for returning the mobile device and all accessories to the circulation desk of the branch where he/she borrowed it.
- Patrons must use their Apple ID to sign in to Apple services such as iCloud, iTunes U, App Store, etc., if applicable.
- Patrons are responsible for deleting all apps and signing out of their account before returning the mobile device.
- **If the mobile device is stolen, the borrower should file a police report. Theft or damage to a mobile device or power cord or wall adapter may result in patron being charged for the replacement cost of the items.**

Tech2go Computer Bundles

- Computer bundles can be checked out for a maximum of 6 months. Computer bundles are not renewable and only 1 bundle may be borrowed per card.
- There are no late fees or fines associated with these devices.
- Reservations for computer bundles are issued on a first come, first served basis only.
- If the Computer bundle is not returned after its due date, the Chromebook will be remotely locked and service on the hotspot will be shut off.
- A note will be placed on the patron record stating lost or stolen Computer bundles and their record will be blocked.

Tech Kiosk Users Responsibility

- When the use period is over, the borrower must return the Laptop / Tablet to the Tech Kiosk.
- Devices from the Tech Kiosk must be returned within 2 hours of checkout or 15 minutes before library closing time, whichever comes first. Failure to return the device on time or leaving the device unattended will result in suspension of Mobile device library borrowing privileges. (*Laptop / Tablet is outfitted with GPS tracking software and security device.*)
- **Laptop / Tablet is for IN-LIBRARY USE ONLY. It is not to be taken out of the library, left unattended, taken into a restroom, or loaned to another person.**
- **Theft or damage to a Laptop / Tablet may be reported to law enforcement authorities and result in criminal and/or civil penalties and replacement cost of the device.**

Tech Kiosk Loan Periods/Fines

- Laptop / Tablet User must abide by all library policies and procedures that relate to equipment use in the library.
- Laptop / Tablet can be checked out for a maximum of 2 hours. Renewals are subject to availability and patron demand.
- **A Late Fee will be charged a minimum of \$5 per hour (or for any increment less than one hour) until returned, up to a maximum of \$1,400. There is no grace period for late returns.**
- **If a Laptop / Tablet is not returned by closing time, the Laptop / Tablet will be considered stolen and will be reported as such to law enforcement authorities. A fine of \$1,400 for the Laptop and \$500 for the Tablet will be assessed to a borrower's library account if lost, stolen or unreturned.**
- Reservations for Laptop / Tablet are not accepted and are issued on a first come, first served basis only.
- Laptop / Tablet is to be returned to the Tech Kiosk 15 minutes prior to the library closing. No Laptop / Tablet can be borrowed 30 minutes prior to the library closing.



Take-home (Non Tech Kiosk Devices or Tech2go computer bundles) Mobile Devices Loan Periods/Fines

- Mobile devices can be checked out for a maximum of 3 weeks. **Mobile devices are not renewable and only 1 mobile device may be borrowed per card.**
- **A fine of up to \$500 for the Mobile device will be assessed to a borrower’s library account if lost, stolen or unreturned.**
- **Replacement fee for a power cord is \$20. Replacement fee for a wall adapter is \$20. Replacement fee for a protective case is \$30. Replacement fee for a stylus is \$25.**
- Reservations for mobile devices are not accepted and mobile devices are issued on a first come, first served basis only.

User Files

- All files and downloads will be deleted when the Laptop / Tablet is turned off, so please remember to save your work to a USB flash drive if using a laptop or to the cloud (internet storage). USB flash drives are available for purchase.
- **Wireless printing is available on Laptops and Tablets.**

This agreement allows the user to borrow a mobile device from any Los Angeles Public Library agency that has them available for loan.

I have read and agree to abide by this Mobile Device Usage Agreement:

Borrower’s Name (Print):
Borrower’s Library Card Number:
Borrower’s E-mail address:

Borrower’s Address (Street, City, State, Zip):
Borrower’s Signature:
Date Signed:

Parent/Guardian Name (Print) (if Borrower is a minor):
Parent/Guardian Signature (if Borrower is a minor):

STAFF USE ONLY:
Library Card Valid: (Yes) (No)
ID Presented: