

# Circulating Mobile Devices

The Wright Memorial Public Library has mobile devices that can be checked out by patrons.

## a) Eligible Borrowers

- Mobile devices are available for current WMPL patrons 8 years old or older who have a library card with a verified address (patrons with a 20 item checkout limit or higher).
- Patrons ages 8-17 must have a parent/guardian's signature noting permission, and acceptance of all liabilities, for their child's use of a device.
- Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow devices until their library account is again in good standing.

## b) Borrowing Guidelines

- Devices are available to check out at the circulation desk.
- Device checkouts require a library card and must be made to the individual card holder only.
- Only one device is loaned per person at one time.
- The loan period varies by type of device.
- Devices can be placed on hold and renewed.
- Borrowers are responsible for the devices for the entire loan period.

## c) Return Procedures

- The device must be returned during library hours to staff at the circulation desk.
- Staff will check the device for damage. If damage has occurred, charges will be assessed accordingly.

## d) Fines and Liability

- The borrower assumes all responsibility for the device, including theft.
- Patrons are responsible for all costs associated with damage, loss, or theft of the device.
- The overdue fine for devices is \$1.00 per day (\$25 maximum).
- Charges for lost or damaged devices and accessories are:
  - USB cable: \$10.00
  - Power adaptor: \$20.00
  - Protective cover \$20.00
  - Device replacement costs are listed on the item record in the catalog.

## e) Additional Details

- All devices will be restored to factory settings after they are returned by the borrowing patron. Any/all content downloaded onto the device will be deleted in this process.

## f) Troubleshooting

If you experience problems with a device, please return to the library with the device and ask at a public service desk for assistance.



## Device Loan Agreement

Borrower Information: (please print)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_

DOB \_\_\_\_\_

Library Card #: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

By my signature below, I acknowledge that I have read and agreed to ALL of the following statements:

- I am at least 8 years old and my WMPL account is in good standing.
- I agree to accept full responsibility for the device while it is checked out to me.
- I will not tamper with the device, accessories, or settings.
- I will return the device and all accessories to a Library staff member at the circulation desk when it is due.
- I accept full financial liability for the device while it is in my possession.
- I agree to pay all costs associated with overdue, damage, loss, or theft of the device per the Circulating Mobile Devices policy (see schedule of fines and fees below).
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a device.
- I understand that the device will be inspected before and after I check it out to see if any damage occurs while it is in my possession.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if under the age of 18)

Library Staff Name: \_\_\_\_\_

### Device Fines and Fees:

Overdue Fine: \$1 per day

USB cable: \$10.00

Power adapter: \$20.00

Protective case: \$20.00

Device: Device replacement costs are listed on the item record in the catalog.



Wright Memorial  
Public Library