

Niobrara County Library Digital Device Agreement

1. A valid Niobrara County Library card (with current address and phone) must be presented to check out a digital device. If address on ID and account do not match you will be asked to validate your account.
2. Digital devices may only be checked out by adults.
3. Users must sign this user agreement prior to use of digital devices which will be kept on file.
4. Borrowers are solely responsible for the digital device and will be billed for reasonable repair or replacement costs for damaged, missing or lost digital devices. Items that are returned dirty or uncared for may be charged fees upon discretion of staff member and borrowing may be discontinued. All original parts must be returned.
5. Items may be checked out for a maximum period of seven (7) days.
6. There is a **zero-tolerance** overdue policy. If the item is not returned by or on the due date the patron will be unable to borrow the item any longer.
7. Patrons may only check out one digital item per card and per household at a time and account must be in good standing with no bills on the account.
8. Digital device use is also subject to the terms of the Library Code of Conduct policies of the Niobrara County Library.

FOR LIBRARY PATRON

I, _____ (customer name), certify that I have read and understand the Niobrara County Library Portable Device Agreement and agree that I will be responsible to pay applicable fees if I do not return the item by the due date as well as all repair and replacement costs if the device is lost, stolen, or damaged during my checkout period, or if Library Staff identifies any such damage during inspection upon my return of the item.

Borrower Signature: _____ Date: _____

Niobrara County Library Digital Device Agreement Document Review Dates

Policy Name:	Library Code of Conduct Rules
Policy Basis:	Wyoming Library Law, PLA Planning for Results Library Service
Effective Date:	01/13/2020
Next Review/Revision Date:	2026
Reviewed:	updated 4/24/2023 & 05/08/2023
Approved By:	Library Board of Trustees 01/13/2020