

Onondaga Free Library
Library of Things: Circulating Devices Agreement Form
Devices are available for checkout to adult patrons ages 18 and older.

Circulation Procedure:

- Patron must present a valid Onondaga County Public Library card **OR** photo ID to check out a circulating device. Library account must be in good standing* to check out device.
**To be in good standing with the library, a patron cannot owe over \$10.00 in charges, have more than 3 overdue items and must have current contact information on file with the library.*
- Patron must be at least 18 years of age. Devices cannot be checked out on a youth's library card.
- Patron must read and sign the "Circulating Devices Agreement Form" the first time checking out a Library of Things item.
- **DO NOT** return devices in a book drop. The device **MUST** be returned to a staff member at the Circulation Desk at Onondaga Free Library **ONLY**. *If device is returned in book drop or to another library, the patron is restricted from checking out another device for a month.*

Patron Initial _____

Circulation Policy:

- The loan period for each device is 7 days. **Note: Toshiba laptops are only available for in-library use.**
- There are no renewals or grace period on circulating devices.
- Limit of two devices on a card at one time.
- Fines for late return of the device will be \$5.00 for each day past the assigned due date

Patron Initial _____

Fines and Liability:

- The patron is responsible to return the device in the same condition as when it was checked out.
 - If the patron logs into any apps, services or settings on the device, they alone are responsible for **logging out** before returning the device.
 - If a patron takes photos or videos on a device, they are responsible **for clearing the device** of the content.
- Tampering with the device is prohibited. **This will result in a charge for the full replacement cost of the device.**
 - Tampering includes, but is not limited to, downloading, hacking or modifications of any sort.
 - Do **NOT** register the device with a personal credit card to purchase items or connect the device to a personal computer.
- If the device and/or accessories are damaged or lost while in the patron's possession, the patron will be charged accordingly.
- Circulating devices cannot be returned in the library's book drop due to risk of damage. **Failure to return the device to an Onondaga Free Library staff member at the circulation desk will result in a charge for the full cost of the device.**
- The library will NOT accept replacement of lost items in lieu of payment for the circulating device.
- No refunds are given if items are found after payment.

*Replacement costs of all Library of Things items can be found at <https://oflibrary.org/check-it-out/library-of-things>.

Patron Initial _____

I have read and understand the conditions and regulations of checking out a circulating device. I understand that I am financially responsible for the device and its accessories in the event of loss, tampering, theft, or damage while checked out on my library account. I agree to abide by these policies for this loan and all future loans of library-owned devices on my library card.

Name (Print): _____

Signature: _____

Date: ___/___/___

Staff Initials: _____

Onondaga Free Library

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