

# Bridgeport Public Library Equipment Lending Policy & Agreement

## Purpose

To establish the guidelines associated with borrowing equipment from the Bridgeport Public Library in order to support the educational research and activities of library patrons and local organizations. All equipment is property of the Bridgeport Public Library.

## Eligibility

- Equipment lending services are available to library patrons and local organizations with a valid Bridgeport Public Library card in good standing.
- Any eligible person/organization wanting to borrow equipment must complete the Equipment Borrower's Agreement. Borrowers shall complete one form for each piece of equipment borrowed. Proof of identification must be presented at time of form completion. Proof of identification includes both a valid Bridgeport Public Library Card and a legal valid photo ID.

## Borrowing Guidelines

- Equipment is available on a first-come, first-served basis.
- Equipment checked out from the Library must be returned to the borrowing library's circulation desk fifteen minutes prior to borrowing Library's closing time.
- Borrowers are solely responsible for equipment during the check-out period, including damage, loss, and theft.
- Borrowers shall not leave equipment unattended while checked out.
- Borrowers may only have two devices checked out on a library card.
- Borrowers may not redistribute equipment to any other person(s).

### List of available equipment, loan period, usage, and replacement costs:

Equipment Type	Loan Period	Late Fee	May Take Device Out of Library	Replacement Cost (estimate)
Chrome Book	3 days	\$10.00 per day	Yes*	\$300
Laptop	3 days	\$10.00 per day	Yes*	\$800
Hotspots	7 days	\$10.00 per day	Yes	\$175
Tablets	7 days	\$10.00 per day	Yes*	\$575
Smart Board	3 hours	n/a	No*	\$3000

**\*The borrower assumes all responsibility for the device and any associated accessories. All files or programs saved on the device will be deleted upon return; the borrower is responsible for saving all files to a removable storage device. The Library is not responsible, and the borrower assumes the risk for any damage to the borrowers' data storage device(s), loss of data caused by hardware or battery failure, poor or failed computer performance, or file(s) saved to the device hard drive.**

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## Borrowing Procedure

- At time of check out, a borrower must present a valid Bridgeport Public Library card and a valid photo ID. The transaction shall be recorded in the library system as the equipment will be charged to the user account and discharged upon return.
- Equipment checked out from the Library must be returned to the borrowing library's circulation desk fifteen minutes prior to borrowing Library's closing time.
- One renewal for the loan period designated per equipment type (excluding smartboards) in the borrowing guidelines chart above.

## Penalties and Fees

- Damaged or Loss of equipment shall result in charges equivalent to the replacement cost and associated fees.
- Infractions of this policy shall result in barring of equipment usage privileges indefinitely.

## Agreement

My signature indicates I have received, fully read, understand, and agree to abide by all the rules and regulations of this BPL Equipment Lending Policy, BPL Internet Use & Safety Policy, and the BPL Wireless Internet Access policy; I accept responsibility for proper care of the equipment I am borrowing and understand I will be held accountable for all replacement or repair costs in the event of loss or damage. **I certify that in borrowing a connected device (i.e. laptop, tablet, Chromebook, hotspot) from the library purchased in whole or part with an FCC Emergency Connectivity Fund Grant, the library is fulfilling my unmet need for connectivity as I would not otherwise have access to broadband service or connected device.** I agree to return equipment and peripherals in good condition by the time they are due.

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**Print Name**

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**Library Card #**

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**Signature**

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**Date**

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*Staff use only*

Equipment Barcode: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Item Description: \_\_\_\_\_

Cost: \_\_\_\_\_

Due Date/Time: \_\_\_\_\_