



January 2018

Mobile device circulation procedures and agreements

Check Out Procedure Adults

1. Present valid MERLIN library card
2. Read & Sign Mobile Device Agreement
3. Mobile device/laptop is checked out on user's MERLIN library account by library staff

Check Out Procedure Minors

Children ages 8 – 17 may check out library mobile device/laptops under the following procedures

1. Present valid MERLIN library card, parent, grandparent or guardian's current Id must be linked to or exist on minor's MERLIN account (minor's card must be in good standing)
2. Or present parent's library card in good standing
3. Parent/guardian and minor must read and sign the Vaughn Public Library mobile device/laptop Policy, the Internet Use Policy prior to checking out --make note on the MERLIN account that this is signed; no need to repeat
4. Mobile device/laptop is checked out on user's MERLIN library account by library staff

Check In Procedure (All)

1. Mobile device/laptops must be returned to the checkout desk
2. Mobile device/laptop user must remain at the checkout desk until staff member has checked in the mobile device/laptop (do not leave mobile device/laptop unattended at the circulation desk)



Mobile Device Agreement

Each person who wants to check out a device from the Vaughn Public Library will be asked to sign the following agreement; parents/guardians will sign with minors:

I understand the following:

- Throughout the duration of the loan period, I will have the device in my possession at all times.
- I understand a device checked out on my library record, is solely my responsibility per the Borrower's Agreement.
- I will not permit any other person to possess or use the device.
- The device may not be removed from the building.
- I may not install software.
- I will not trouble shoot, if I experience problems with hardware or applications.
- I will return the device powered on and open and wait for library staff to check it in.
- I am responsible for any damage to the device and its peripherals.
- I will remove all files I make on the device before I return it.
- I am liable for the costs of repairs, if repairs are deemed necessary.
- I am responsible for replacement costs of the device is lost or stolen.
- I will adhere to the Vaughn Public Library's Device Checkout Policy and the Vaughn Public Library Internet and Computer Use Policy and comply with all applicable copyright and other regulations regarding the software.

I have read, understand, and agree to all terms listed in the above agreement.

Print Name _____

Signature _____ **Date** _____

Parent/Guardian Name _____

Signature _____ **Date** _____