**Coventry Libraries Device Loan Agreement**

**By borrowing a device from Coventry Libraries and Information Service I agree to:**

* Use device in line with the Acceptable Use Policy (see below).
* Treat the device and accessories with care and responsibility, taking reasonable measures to ensure the device is returned in the state it was borrowed.
* Inform Coventry Libraries immediately if the equipment is damaged, lost or stolen.
* Understand that negligible behaviour may lead to myself being liable for damages and/or loss.
* Return the device back to the lending library on the date agreed (12-week loan period).
* Provide feedback of your experience with the device loan scheme.

**Coventry Libraries and Information Service will:**

* Support you in setting up the device.
* Offer an introductory appointment to introduce learning resources.
* Coventry Libraries will delete all data and information from the device immediately when the device is returned to the library.

**Acceptable Use policy**

You are responsible for the use of the device and the internet during your loan period. The device loan must be made using your own library card.

This Acceptable Usage Policy is designed to help protect all users, and us, from irresponsible behaviour, abusive or illegal activities. The full potential of technology is only possible when everyone understands the significance of maintaining system security. This policy has been designed to assist all and to clarify what is deemed acceptable usage of all Coventry Libraries ICT equipment and networks.

The device is provided to the learner as a courtesy to allow them to improve their digital skills at home. Individuals should take every care to ensure the equipment is kept secure and well looked after.

We take no responsibility and assume no liability for any content uploaded, shared, transmitted, or downloaded by you or any third party, or for anything you may encounter or any data that may be lost or compromised while using the device. By using the device, you agree to defend, indemnify and hold harmless Coventry Libraries for any losses or damages that may result from your use.

**You must not intentionally access or transmit material that is illegal. This includes pornographic, defamatory and materials inciting racial hatred, websites depicting or inciting terrorist or criminal acts. You should be aware of your responsibilities under the Obscene Publications Act (1959 and 1964), the Telecommunications Act (1984), The Race Relations Act (1976 and 2000), and The Computer Misuse Act (1990). You must not access or transmit material that may be deemed to offend; for example sites of extreme violence or depicting death or suicide.**

This policy does not enumerate all possible inappropriate uses and we may at any time use to decide that a particular use is inappropriate:

* Use of the device for malicious, fraudulent, or misrepresentative purposes is prohibited
* Nothing may be installed or used that modifies, disrupts, or interferes in any way with service for any user, host, or network

We may monitor activity on this device and report any use deemed unacceptable or inappropriate in accordance with this policy and the law. This piece of equipment is the property of Coventry Libraries however, it is your responsibility to make sure that any equipment is not misused. You must also follow the acceptable use policy of any internet service providers that you use. We do not insure computer equipment and it is the responsibility of the individual to finance the replacement of all lost or damaged equipment. Any damage or loss of equipment is to be reported to Coventry Libraries on 024 7683 2314.

Individuals should be aware that all data accessed while using a device provided by us can, be monitored and accessed. Coventry City Council are bound by the Data Protection Act 2018 and will not release information on the use of specific Chromebook/digital resources by members of the public except as required by law, to disclose the commission of an offence or for the purpose of managing the borrower’s use of the loan policy.

You must indicate your acceptance of this policy, or you cannot loan the device from Coventry Libraries.

**Agreement and Signature**

By signing below, the customer acknowledges that they have read and agreed to the terms and conditions outlined in this Agreement. The customer also agrees to abide by the library’s policies and guidelines.

**Privacy Notice** Coventry City Council Libraries and Information Service will use the information you give us to process your application for loan of devices, monitoring and evaluating our service and contact you if we need to. More information on how we handle personal information and your rights under the data protection legislation can be found in our Privacy Notice at www.coventry.gov.uk/librariesprivacynotice

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Borrower): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Library Use Only:**

This Chromebook is being loaned to the Borrower for a period of 12 weeks and will be issued onto the customers library card.

Items on Loan: (please tick)  Chromebook  Charger  EE dongle

* Check-Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return Process: (issue feedback survey)

Return date:\_\_\_\_\_\_\_\_\_\_\_\_ Powerwash completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_