

480 Primrose Road | Burlingame, CA | 94010  
(650) 558-7400

## ELECTRONIC DEVICE LENDING INFORMATION

### Eligibility

- Electronic devices are available for checkout to Peninsula Library System cardholders in good standing with an Electronic Device Loan Agreement on file.
- Patrons over 18 years old must provide a valid picture ID matching the library record.
- Patrons under 18 must have a parent or legal guardian present to sign the Burlingame Public Library Electronic Device Loan Agreement.

### Checkout

- 3 Week Check-out, No Renewal
- Library staff reserve the right to suspend electronic device borrowing privileges for any reason.
- Hotspots may not be used for international travel.
- Patrons must sign the BPL Electronic Device Loan Agreement in order to checkout device.
- Patrons must present a valid Peninsula Library System card and picture ID at time of checkout.
- Hotspots are checked out on a first-come-first-served basis.
- Only one hotspot may be checked out at a time.

### Check-in

- Hotspot/Electronic device must be returned to a Lower Level Information service desk staff person.
- Hotspot/Electronic device cannot be returned in the book drop or the automated book return system.
- Hotspot/Electronic device cannot be returned to any other library.

### Lost or Damaged Fees

- The borrower agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse.
- Items not returned within 30 days of due date are considered lost and replacement fee will be charged.
- **Unresolved accounts will be referred to a collection agency.**
- Automatic replacement charges for the cost of the item will be incurred if the item is declared lost. If the item is returned, this fee may be removed less any damages.

### Troubleshooting

- Patrons may call the Lower Level Information Desk for help with their hotspot 650-558-7418
- Please notify the Information Desk of any hardware problems or damage to the hotspot immediately.

### Lost or Damaged Fees

*Please see the Electronic Device Loan Agreement for details*

- Hotspot loss or damage: \$60.00
- Case: \$10.00
- Power Supply: \$15.00