

Agenda Item No. F-10

DATE SUBMITTED March 10, 2022
 SUBMITTED BY Ember Haller
 DATE ACTION REQUIRED March 16, 2022

COUNCIL ACTION (x)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS *ab*

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: IMPERIAL PUBLIC LIBRARY MOBILE DEVICE AGREEMENT 1. APPROVAL AND ADOPTION OF MOBILE DEVICE LENDING GUIDELINES AND AGREEMENT 2. ESTABLISHMENT OF MOBILE DEVICE FINES AND FEES DEPARTMENT INVOLVED: DEPARTMENT OF INFORMATION TECHNOLOGY AND COMMUNITY SERVICES	
BACKGROUND/SUMMARY: Imperial Public Library acquired ten Home Connectivity Kits which includes a Chromebook, Hotspot, USB wired mouse, headset, and notebook case with instructions in addition to nine Chromebook and seven hotspots to be made available for patrons to confront the digital divide. The equipment was provided through the Southern California Library Cooperative (SCLC) and the State Library from the American Rescue Plan Act. The library has also acquired 11 Chromebooks, six iPads and 15 hotspots purchased through the Literacy program for its learners use. An agreement is necessary to provide patrons the opportunity to check out the equipment. The IT Department and Community Service worked together utilizing the recommended policy provided by the State Library. The fines are based on actual cost of equipment during the time of procurement. The City Attorney has reviewed the agreement and finds it acceptable. The Library Board of Trustees approved the agreement on March 8, 2022 to submit to City Council for approval and adoption of the Mobile Device Lending Guide and Agreement and Mobile Device Fines and Fees Agreement.	
FISCAL IMPACT: NOT TO EXCEED No fiscal impact	FINANCE INITIALS _____
STAFF RECOMMENDATION: Staff requests City Council to approve and adopt the Mobile Device Lending Guidelines and Establish the Mobile Device Fines and Fees.	DEPT. INITIALS <i>[Signature]</i> _____
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS _____
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:



Mobile Device Lending Guidelines and Agreement

Department of Information Technology

MOBILE DEVICE LENDING GUIDELINES AND AGREEMENT

Guidelines for Borrowing and Use

- Mobile Devices (Hotspots, Chrome books, iPads or other) lent out by the Library, may only be checked out from the Service Desk.
- Only one Home connectivity kit/Mobile Device per person can be checked out at a time.
- A valid Imperial Public Library card with current address and no outstanding fines above \$5.00 is required to borrow a Mobile Device.
- A valid government issued ID with picture and current address must be presented. Library personnel will make a photocopy and retain with this agreement for one year, prior to a Mobile Device checkout. If the address on ID and account do not match, you will be asked to validate your account by bringing proof of address.
- Borrowers must be 18 years old or older. Borrower's ages 13 to 17 must have a Mobile Device Lending Agreement signed by the parent/guardian on file prior to their first checkout.

Time Limits and Availability

- Chromebooks and iPads-In branch use only.
 - May be borrowed for up to four-hour intervals, and may be renewed up to two times in a single day, unless another borrower is waiting. Devices must be renewed and returned in person at the service desk. Devices must be returned to the service desk at least thirty (30) minutes prior to library closing, even if this does not allow for the entire four-hour loan period. The laptop must be returned with the power on.
- Home connectivity kit/Hotspots/Chromebooks-Check-out
 - May be borrowed for 4 weeks intervals, and may be renewed up to 2 times at the Service Desk if not requested by another patron.

Fines and Liability

- There are no fines for hourly borrowing of devices. However, the borrower is solely responsible for the Mobile Device and will be billed for reasonable repair or replacement costs associated with damage or loss of Mobile Devices and/or peripherals due to neglect or abuse and for the full cost of the device if lost or stolen.
- Home connectivity Kits/Mobile Devices must be returned to library staff during open hours. Book drop returns are NOT allowed and will result in a \$25 penalty fee.
- A list of the replacement costs of Mobile Devices is maintained by the Library and is available upon request.
- The responsibility to protect against loss is the borrowers.
- Imperial Public Library is not responsible for the loss of any data while using this equipment.
- WARNING: Penal Code 490.5(a) provides that upon conviction for petty theft involving a book or other library materials taken from a library facility, a person shall be punished by a mandatory fine of not less than \$50 and not more than one \$1,000 for each such violation; and may also be punished by imprisonment in the county jail, not exceeding six months, or both such fine and imprisonment. Initial here: _____



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Proper Care and Use

- As with any Mobile Device, use care when handling.
- Return the Mobile Device with all parts and components.

MOBILE DEVICE LENDING AGREEMENT

I agree:

- To abide by the Imperial Public Library's Mobile Devices Lending guidelines as stated above.
- To pay an overdue fine as stated above if the Mobile Device is returned late.
- To pay full repair and/or replacement costs should the Mobile Device or components of the Mobile Device be stolen, lost, not returned or damaged.
- To hold harmless the Imperial Public Library Authority, and/or its employees, agents or representatives, for any damage to any disk, computer, device, or for any loss of data, damage or liability that may occur from use of these devices, or malfunctioning library hardware or software.
- To take appropriate caution with personal information while using library mobile devices. The library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy.

Device Checked Out

- Hotspot
- Chromebook
- iPad
- Home Connectivity Kit

Disclaimer

The Library reserves the right to modify the Mobile Device Guidelines and Agreement at any time. Blocking software is not available on Mobile Devices and the library cannot be held responsible for any content viewed. By checking out a Mobile Device, the patron agrees they will not engage in illegal activities, and they are solely responsible for the Mobile Device.



Mobile Device Lending Guidelines and Agreement

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Borrower Acknowledgment

I have read the entire document and my signature below indicates my agreement with the above statements.

Date: _____

Borrower's Printed Name: _____

Library Card #: _____

Parent/Guardian's Printed Name (if borrower is a minor): _____

Parent/Guardian's Signature (if borrower is a minor): _____

Borrower's Signature: _____

I understand as a parent or guardian that I am responsible for my child if the mobile device is damaged, lost or stolen, and enter into this agreement on their behalf.

