



Technology Kit Lending Program Agreement

- Kits can only be checked out by Nebraska public library staff. They cannot be checked out by individual patrons.
- Kits must be used in the library, or on library grounds. Kits cannot be taken to individual patron homes. Upon request, some kits can be taken to outside events.
- Parts and current costs for replacements are documented in each kit.
- Borrowers are responsible for making sure all parts and pieces listed in the kit are returned to the Nebraska Library Commission.
- The kits can be returned through the mail, or in person at the reference desk of the Nebraska Library Commission at the address above.
- The set will be inspected for completeness of pieces, cleaned and disassembled if needed before being returned into circulation.
- A staff member at the NLC will verify completeness of the set within seven business days after the kit is received at the Commission.
- In the event any pieces are missing, the borrower will be notified and given one week to locate the missing item. If the item is still missing, a staff member at NLC will seek a replacement for the missing part(s). If missing pieces are available at less than or equal to MSRP value, they will be purchased. Missing piece fees will be applied to the last borrower, including the replacement part cost and a \$5 processing fee.
- If a kit is not returned, was returned damaged, or has more than 30% of the kit missing the last borrower will be charged the replacement cost of the entire kit.

I understand and agree to the above terms for the Technology Kit Lending Program.

Borrower Signature: _____

Agreement Date: _____