

**Eligibility:** Hartford Public Library's Crossroads to Connectivity (C2C) initiative makes available a laptop and a Wi-Fi hotspot for loan to adults age 24 or above without home Internet and enrolled in a high school completion program or a SNAP/WIOA training program. To see if you qualify to receive a Hotspot and/or laptop, you must interview in person with the C2C Coordinator at Hartford Public Library, 500 Main Street. Applicants will be required to complete an intake form, complete a computer skills assessment, and participate in bi-weekly training/learning circles. NOTE: A Hartford Public Library card is required to borrow a device; existing library cardholders must be in good standing.

**I hereby agree to the following terms and conditions when borrowing a laptop and Wi-Fi hotspot device from Hartford Public Library.**

**Initial Equipment Condition:**

- The equipment has been tested prior to loan and has been verified to be functioning properly.
- The equipment will be reset upon return; all content will be erased and no longer available to me.

**Damages:**

- I am responsible for reporting any damages or equipment malfunctions immediately.
- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.
- I may not add, delete, or modify Library curated content.

**Loan period**

- The device can be borrowed for 1 month with up to 6 renewals; additional renewals will be determined on a case by case basis.

**Lateness:**

- I agree to return the equipment to the Community Technology Coordinator (CTC) no later than the closing time on the day it is due for renewal or return. Renewals must be conducted in-person with the laptop in hand
- All equipment loan extensions must be requested prior to due date and in person to the CTC.
- I understand that I may lose my loan privileges due to late returns or failure to return. .
- I will be charged for the **full replacement cost** of the item if it falls more than 14 business days overdue.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I personally am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment. I understand the above and will accept any charges incurred.

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Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff name

\_\_\_\_\_  
Staff signature