



Finkelstein Memorial Library Trustee Tablet Policy and Agreement

To ensure all trustees have equal and secure access to library board materials, the Library assigns each board member a tablet. Board members with specific ADA needs can also request further adaptive technology.

By accepting this technology, a trustee agrees:

1. To properly store and secure the tablet, guarding it from physical damage and theft.
2. To not allow access by any third party, to not divulge the password for access to any third party.
3. **To promptly (within three hours of becoming aware) report loss, damage, or lack of function**, so the Library may initiate security protocols, insurance claims, and repairs as needed. Loss should be reported to the Director and the Board President, Vice President or Secretary via e-mail.
4. To return the tablet to the Library upon request of the Director, person responsible for IT security, library attorney, or directive of the board after a resolution.
5. **In no event shall a trustee be held responsible for a lost or damaged tablet unless the loss or damage is found by the board to be the result of deliberate misconduct. In no event shall a trustee be required to pay for damage to or loss of the tablet.**

6. Information:

Tablet serial number	
Brand	
Provided on	
Provided to	
To be returned	At the termination of trustee service, no later than June 30, 20__, or upon demand per "4" above.

To be returned to	
A copy of this agreement will be provided with a signature by the receiving party:	Signed: Returned to (print): Date:

Please sign below to signify your agreement to the above-listed terms.

I have reviewed this Trustee Tablet Agreement. I agree to the terms. I have also confirmed the serial number is accurate, and that the device is functioning, prior to signature.

SIGNATURE:

PRINT NAME:

DATE: