

Digital Device Loan Agreement for Borrowing Organisations

This agreement governs the use and care of internet enabled tablet, Chromebook computers, dongles and laptops (referred to as devices for the purposes of this agreement) loaned by Bolton Library and Museum Service (BLAMS) to residents and organisations. This agreement covers the period from the date the device is issued through to the date it is returned to BLAMS.

This agreement sets the conditions for loan of a device and is intended to protect the rights and interests of both Bolton Council (through BLAMS), the borrowing organisation and any recipient individual.

By signing this agreement, the borrowing organisation acknowledges and agrees to the following:

Damage/Loss

1. Devices (including charging apparatus and carry cases) remain the sole property of BLAMS and are on loan to the recipient via the borrowing organisation.
2. Borrowing organisations should take reasonable measures to ensure that the device is returned in the state it was borrowed, reasonable wear and tear notwithstanding.
3. Loss of, or damage to a device must be reported to BLAMS as soon as possible using the contact methods included in the guide.
4. BLAMS cannot be held responsible for any loss of data or damage incurred while using the equipment.
5. If a device is loaned by the borrowing organisation to an individual who damages or uses the device inappropriately, the borrowing/referring organisation must ensure that the device is recovered and that the individual is made ineligible for future device loans.

Loans and Use

6. BLAMS do not stipulate the purposes for which devices are used by the borrowing organisations. However, in receiving a device, all recipients are bound by the terms of the BLAMS Acceptable Use Policy.
7. Unless otherwise specified, devices must be returned to Bolton Central Library at the end of the agreed loan period. If you would like to return a

device early, please notify us using one of the contact methods included in the guide.

8. Borrowing organisations will make every effort to ensure that recipients of loaned devices will take adequate care of the devices. This includes, but is not limited to the following measures:
 - The device is used in a safe way, including when using the charging apparatus.
 - The device is stored in a secure place when not in use.
 - Recipients will not lend the device to third parties.
 - Borrowing organisations or recipients will not attempt to bypass device or data management software, or intentionally download programmes, applications or files which might damage the device or contravene the Acceptable Use Policy.
9. If there is any issue with the device, fault, or malfunction, please notify us as soon as possible, using one of the contact methods included in the guide and we will arrange for its replacement or repair.
10. If a device remains unused for more than 21 days of its loan period, it must be returned to Bolton Library and Museum Services.

Data Protection

11. Any personal data stored on the device will be erased when it is returned to Bolton Library and Museum Services. All devices returned to Bolton Library and Museum Services will be securely wiped and re-set.
12. Bolton Library and Museum Services are not responsible for any loss of data from the equipment. Recipients cannot access data that has been stored on the devices after it has been re-set, including photos, browsing history, downloads, files, and passwords.

Monitoring and Data Management

13. The devices are loaned with device management software installed. This protects the user's privacy and keeps their personal data secure.
14. To effectively administer the loan and use of the devices and protect against malware, spyware, and misuse, BLAMS reserves the right to scan, review and delete any files, applications or programmes held on the devices.
15. The device management software enables Bolton Library and Museum Services to locate a lost or stolen device (Samsung Galaxy A8 tablets only). If a device cannot be recovered, it will be used to delete personal information from it. This helps to keep the recipients' data safe. The location tracking functionality will be used for the purposes of finding and retrieving a lost or stolen device only.

16. The devices have data usage management installed on the SIM which allows our data connectivity supplier to manage usage remotely and runs alongside the device management software. This is used to identify trends and mobile data usage on each device with the aim of ensuring that BLAMS offer enough data to accommodate people's monthly usage.
17. Using the data usage software, all devices will be loaned with certain pre-set filters to comply with Bolton Council's Acceptable Use Policy.
18. With the prior agreement of the borrowing organisation, Bolton Library and Museum Services can apply filters and restrictions on internet access using the data management software, in accordance with the borrowing organisations' terms of use or scope of activity.

Signed by:

Print name:

Organisation:

Date: