



Electric Vehicle Charging Adapter Checkout Policy

Adopted: May 18, 2023
Revised: January 15, 2026

Policy Statement:

One of the Summit County Council’s Strategic Objectives is Environmental Stewardship and implementing policies to preserve and protect, among other things, air quality for the present and future. The County has included electric vehicle (“EV”) charging stations at a number of its public properties, including the Kamas and Sheldon Richins Library Branches and has purchased electric vehicle charging adapters for use by employees and the public at large. This policy governs the checkout process for those EV charging adapters (“EVCA”).

1. Checkout Procedures

1.1 Borrowers must be at least 18 years of age to borrow an EVCA.

1.2 Borrowers must sign a waiver that includes: the Borrower’s contact information and the Borrower’s acceptance of financial responsibility for damage and/or loss of an EVCA or any damage done to personal property while using the EVCA. Borrowers shall also leave their current driver’s license with Library staff as a security deposit for the duration of the checkout period.

1.3 Preference in borrowing may be given to Summit County employees, but otherwise, borrowing is on a first-come, first-serve basis. Borrowers may borrow one (1) EVCA at a time. Due to limited availability, the fast EVCAs may be borrowed for a maximum period of ninety (90) minutes and standard EVCAs may be borrowed for a maximum period of three (3) hours. If no other borrowers are waiting to use an EVCA, the borrower may extend the checkout for an additional period of time consistent with the above maximum periods. Notwithstanding these time periods, EVCAs shall be returned to the Library Branch from which they were borrowed during Library business hours.

1.4 Borrowers must return the EVCA and any of its components to the circulation desk and not into a book drop. The EVCA must be returned on the same day of its checkout – no borrower may keep or retain any EVCA overnight.

1.5 If a borrower damages or loses an EVCA, the borrower shall be required to pay the replacement cost of the EVCA (refer to the *Library Fees Schedule* for specific replacement costs). Failure to promptly return the EVCA or pay the required replacement costs may result in loss of EVCA borrowing privileges and/or referral of the matter to law enforcement for possible screening of criminal charges.

1.6 The Library is not responsible for a borrower's activity performed while using the EVCA and any damage to personal property, including personal vehicles, that may result from using the EVCA. Borrowers assume any and all risks of using an EVCA.

1.7 Instructions for how to use the EVCA are located on Page 4 of this policy. Library staff will not assist borrowers with charging the borrower's personal vehicle; the borrower is responsible for doing so.



EV Charging Adapter Checkout Waiver

Borrower Name: _____

Borrower's Driver's License (state and number): _____

Borrower's Current Physical Address, Zip Code and State: _____

Borrower's Phone Number: _____

Borrower's Email Address: _____

I have read and hereby agree to follow the Summit County Electric Vehicle Charging Adapter Checkout Policy.

By my signature below, I further understand and agree that Summit County, the Summit County Library or any of its agents shall not be responsible for any activity which may occur by my use of the EV Charging Adapter and I hereby waive any and all claims in law or in equity which may be brought.

I further understand and agree that I shall pay for the replacement cost of the EV Charging Adapter in the event it is damaged or lost, and I am responsible for any damage that may occur to my personal property as a result of using the EV Charging Adapter. I assume any and all risks of using the EV Charging Adapter.

Borrower Name (Print)

Signature

Date

Instructions

To charge at a public charging station, plug the appropriate adapter into the vehicle's charging port, and then connect the station's charging connector to the adapter. Depending on the charging equipment you are using, you may need to start and stop charging using a control on the charging equipment.

If you are using the Mobile Connector, plug into the power outlet before plugging in Model X.

Align the connector to the charge port and insert fully. When the connector is properly inserted, charging begins automatically after Model X:

- Engages a latch that holds the connector in place;
- Shifts into Park (if it was in any other drive mode);
- Heats or cools the Battery, if needed. If the Battery requires heating or cooling, you may notice a delay before charging begins.

Note

Whenever Model X is plugged in but not actively charging, it draws energy from the wall outlet instead of using energy stored in the Battery. For example, if you are sitting in Model X and using the touchscreen while parked and plugged in, Model X draws energy from the wall outlet instead of the Battery.



More information on starting a charge



Using a J1772 charging adaptor video

https://www.tesla.com/ownersmanual/modelx/en_us/GUID-BEE08D47-0CE0-4BDD-83F2-9854FB3D578F.html

https://www.youtube.com/watch?v=lh1FSF_K_OfY