

Laptop and Laptop Accessories Loan Agreement

Laptop computers are available for in-library use only by young adults (12-18) and adults with current library cards. By signing the form below you agree:

- Library laptops may not leave the building for any reason.

- To pay a replacement fee in the amount of \$700 for laptops lost or stolen while checked out to you. Replacement fees for mice are \$10 each and \$60 for power cords. Do not leave library laptops or accessories unattended or to lend them to friends. If you need to use the restroom, please leave the laptop at the circulation desk.

- To pay for any damages incurred to the laptop while checked out to you. The technology supervisor will assess damage and decide on the appropriate fees to charge.

- Only 1 laptop can be checked out at a time.

- Laptops circulate for 3 hours. Overdue fines are 10 cents/hour.

- The clock at the circulation desk will be used to determine the due time of this laptop.

- After your initial loan period of 3 hours, you may 'renew' your laptop at the circulation desk if no one else is waiting for a laptop.

- Be courteous and don't occupy a seat at a desktop workstation while using the laptop.

- To return this laptop 15 minutes before the library closes.

- To return this laptop directly to a library staff member at the circulation desk and to wait until the laptop has been checked in.

- Any items saved to library laptops will be erased when the laptop is shut down.

- Irresponsible use of this laptop may result in the loss of borrower's privileges.

- Laptops fall under the Electronic Services Access Policy.

By signing this form you agree to follow all of the above conditions.

Print Name: _____

Signature: _____ Staff Member Initials _____ Date: _____

Library Card # _____