

LAPTOP LOAN AGREEMENT

Please read the following information carefully. Checking out a laptop means that you have accepted these conditions.

CHECKING OUT A LAPTOP AND POWER CORD

- ✚ Customer must be 18 years of age or older and present a valid Enoch Pratt Free Library card in good standing and a valid government-issued photo ID to check out a laptop. All laptops will be checked out with a power cord. (ID will be kept at the Circulation Desk until the laptop and power cord are returned)
- ✚ Library card must have been issued at least 30 days prior to checking out a laptop.
- ✚ Laptops are for **IN-LIBRARY-USE** only.
- ✚ Laptops will only be checked out to the cardholder.
- ✚ Only one laptop per person, per card, per day may be checked out.
- ✚ The return time will be printed on your receipt and taped to your laptop.
- ✚ If you see a problem with either the laptop or the power cord due to condition or operation, or if something happens while you are using them, tell the Circulation staff immediately in order to avoid being held liable.
- ✚ This laptop will operate only within the Library's wireless network.

LOAN PERIODS AND USE PROCEDURES

- ✚ Laptops are checked out for two hours.
- ✚ Laptops cannot be reserved.
- ✚ No laptops can be borrowed 30 minutes prior to the Library closing.
- ✚ There are no floppy drives on the laptop; you must use a USB device to save your work.

SECURITY ISSUES

- ✚ Do not leave the laptop unattended or loan it to another person. You are responsible for loss while the laptop and power cord are checked out to you.
- ✚ Laptops can be easily damaged by impact. Users should be extremely careful with them.
- ✚ Laptops should never be removed from the Library for any reason (Ex: if the building is evacuated, the laptop must immediately be returned to the Circulation Desk).
- ✚ Do not tamper with the security features or attempt to install personal software.
- ✚ No user files or downloads will be retained on the hard drive.

RETURNING A LAPTOP

- ✚ All laptops and power cords must be returned to the Circulation Desk.
- ✚ Laptops are nonrenewable.
- ✚ If the laptop is returned late, the customer will be fined \$25/an hour or any portion of an hour.
- ✚ Laptop and power cords must be returned in the same condition as received; if returned damaged or laptop and /or power cord are lost, customer agrees to pay for any repairs or the full replacement cost of the laptop and/or power cord.

BORROWER RESPONSIBILITY AGREEMENT

I agree to abide by the guidelines stated above and will return the laptop and power cord in the same condition as when I checked it out.

Print Name: _____ Signature: _____ Date _____

STAFF USE ONLY:

Laptop ID Number: _____ Card Number: _____

Time Due: _____ Staff Initials: _____