

BAY COUNTY LIBRARY SYSTEM  
LAPTOP COMPUTER LOAN AGREEMENT

I have read, understand, and agree to the requirements described in the Bay County Library System Laptop Computer Loan Policy. Please initial in the space provided after reading each section, then sign below.

\_\_\_ I understand that I am required to hold a Bay County Library System library card, in good standing.

\_\_\_ I understand that I am required to leave a current and valid picture ID, such as a driver's license, with information matching that on my library card record, at the Public Service Desk during checkout time.

\_\_\_ I understand that laptop computers are to be used inside the library and cannot be removed from the library building under any circumstances.

\_\_\_ I understand that laptop computers are available for checkout on a first-come, first-served basis and that the loan period is 4 hours.

\_\_\_ I understand that laptop checkouts can be renewed if no one is waiting for a laptop and that after a renewal, and upon request for a laptop by another borrower, library staff may require that the laptop be returned.

\_\_\_ I understand that laptop computers are to be returned to the same Public Service Desk from which they are checked out, and if checked out at the end of the day, they are to be returned no later than 15 minutes before closing time.

\_\_\_ I understand that work may not be saved on the laptop's hard drive. Instead, it can be saved to my flash drive, DVD or CD.

\_\_\_ I understand that copying, removing or modifying software is prohibited.

\_\_\_ I understand that modifications to hardware or system settings are prohibited.

\_\_\_ I understand that laptop computers may not be used for any illegal purposes.

\_\_\_ I understand that I will be held fully responsible for the use of the laptop as well as its condition upon return.

\_\_\_ I understand that I will be held fully responsible for any damage or theft, up to replacement cost.

\_\_\_ I understand that malfunctioning equipment should be reported to library staff immediately.

\_\_\_ I understand that abuse of this policy, as determined by library staff, may result in suspension or revocation of my borrowing privileges.

By signing this agreement I acknowledge that I am legally bound to this agreement. Failure to comply may result in suspension or revocation of borrowing privileges and/or assessment of replacement cost, depending on circumstances.

\_\_\_\_\_/\_\_\_\_\_  
Signature of borrower /Date Printed name of borrower

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For staff use only: \_\_\_\_\_  
Date & Time of checkout library card number

Laptop ID: \_\_\_\_\_