

Laptop Loan Agreement

I understand that by borrowing a laptop computer from the Pikes Peak Library District I am responsible for the computer and all accessories. I will reimburse the Library District for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to me. **A valid photo ID and PPLD library card are required to check out a laptop.**

- I understand that the laptop loans are for in-library use only, and cannot be removed from the library building.

- I agree that I will not alter any settings or configurations on the laptop.

- While using the laptop I will not eat or drink, use in the vending area, or take into any restroom.

- I understand that laptops may be checked out for 3 hours and may **NOT** be renewed.

- Laptops may be checked out once per day only.

- Laptops are available for check out by adults and those over 12 years of age who have had a card for 90 days. Library accounts should be in good standing. Patrons with cards that are blocked (fines of \$10.00 or more) will be unable to check out a laptop.

- At Penrose, laptops are not available for checkout later than 7:30 p.m. from Monday - Thursday; 4:30 p.m. on Friday and Saturday; and 3:30 p.m. on Sunday.

- **Laptops must be returned to library staff at least 15 minutes prior to library closing.** I understand that when the loan period has elapsed I must return the laptop to a staff person. **Until the laptop has been returned to a staff member and is checked in, it is my responsibility.**

- I understand that overdue fines accrue at **\$5.00** for every hour, or portion thereof, until the laptop is returned. If returned late, I understand that I will be charged a fine plus lose laptop borrowing privileges for one week. If not returned by closing time, the laptop will be considered lost and I will be responsible for a replacement fee of \$2,500.

- I understand that the library will not be held responsible for any damage or loss of data or edia due to any cause while I am using a library computer.

- I understand that I must save to a removable storage device since any work will not be saved to the laptop.

- I understand that the library wireless connections are not secure, and I will take appropriate caution with personal information while using a library computer.

- If printing is available, printouts are free for the first 10 pages then are 10 cents for each additional page.

By signing this document, I verify that I have read and understand the Laptop Loan Agreement and the Laptop Loan Policy of the Pikes Peak Library District. _____(initials)

By signing this document, I understand that if I don't return the laptop within the 3-hour loan period, leave the laptop unattended, or return the laptop less than 15 minutes prior to closing my laptop privileges will be revoked for one (1) week. _____(initials)

By signing this document, I acknowledge that I have no right to remove this computer from the library. If I remove this computer from the library I acknowledge that I will be held criminally responsible for theft. _____ (initials)

** A new agreement will need to be signed annually or when changes are made to the form.*

Printed Name _____ Signature _____ Date _____

ID number _____ Library Card # _____ Staff Initials _____

ID (check one) ___ CO Dr Lic ___ Other State Dr Lic (state) _____ Military ID ___ School _____