

Town of Esopus Library
Laptop Borrowing Agreement

Patron Name (last, first): _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____

I understand and agree to these rules of use. By signing this agreement, I accept the below loan policy and agree that it is my responsibility to return this equipment to Esopus Library in good working condition and free from damage. I understand that I will pay the full replacement fee if the device is lost or damaged. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device.

Borrowing Patron must:

- Be at least 18 years old
- Reside in the Town of Esopus
- Possess a current Esopus Library card for at least 3 months

Loan Parameters:

- Lending period is **3 weeks**
- Limited to one laptop per household
- Cannot be placed on hold or renewed
- Once returned, patron may borrow another laptop the following day

Patron Responsibilities:

- The patron is financially responsible for damage, loss, theft, or tampering and, if this should occur, will pay the library for the value of the item. The full replacement fee (**\$770**) will be incurred one day after the laptop's original due date. (This fee will be removed upon return of the laptop).
- If a laptop is returned a week late or more, the patron's laptop borrowing privileges will be suspended for 2 weeks.
- A missing case will cost **\$15**, and a missing or damaged power cord will cost **\$30**.
- The lost and/or damaged fees noted are only an estimate. The Library reserves the right to adjust charges according to the damaged equipment make and model.
- Patrons may not alter the hardware or software on the equipment, or use the laptop for illegal purposes.
- Patrons are solely responsible to protect your private information, such as passwords and account information. Library computers have software that deletes all new information every time they are booted. **You must save your information on portable devices or to a cloud.**
- If any technical problems are encountered, the device should be returned immediately to the library.



Return Procedures:

- Device must be returned directly to an Esopus library staff member.
- Do not return device in the book drop or to another library. Devices returned in the book drop will result in a **\$25** fine.
- The device will be examined for evidence of damage or missing parts, and will be checked in once determined to be in its original working order.