

Laptop Borrowing Agreement

Laptop # _____ Due Date: _____

The Esopus Library lends Laptops to patrons:

- Ages 18 and older
- Who reside in the Town of Esopus
- Possess a current Esopus Library card in good standing

Checkout Procedures:

- Present Esopus Library card
- Complete this borrowing agreement
- Staff member will verify equipment is in working order and all parts are present

Loan Parameters:

- Limited to one laptop per household
- Lending period is 3 weeks
- Cannot be placed on hold or renewed
- Once a laptop is returned, another may be checked out on the same day pending availability

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 hotspot and laptop borrowing privileges will be suspended for 2 weeks.
- A missing case will cost **\$40**, 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.** The library is not responsible for lost information.
- If any technical problems are encountered, the device should be returned immediately to the library.

Return Procedures:

- Device must be returned directly to a 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 tampering, damaged, or missing parts. Patron will be contacted, and charged if there are problems.
- Device will be checked in once device is determined to be in its original working order.

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.

I understand and agree to these rules of use. By signing this agreement, I accept the above 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.

PLEASE FILL OUT THE FOLLOWING BOX:

CHECKOUT

PATRON

Please fill out the following fields:

First and Last Names: _____ **Email:** _____

Signature: _____ **Date:** _____ **Phone:** _____

ESOPUS STAFF

Check to indicate that all pieces of equipment are present at time of checkout.

Laptop Two-piece power cord Protective sleeve Staff initials: _____

CHECKIN

ESOPUS STAFF

Return Date: _____

Check to indicate that all pieces of equipment are present at time of check-in.

Laptop Two-piece power cord Protective sleeve Staff initials: _____