



Town of Esopus Library

128 Canal Street
P.O. Box 1167
Port Ewen, NY 12466
Phone: 845-338-5580 / Fax: 845-338-5583

Laptop Loan Agreement

Laptop # _____ Due Date: _____

Terms & Conditions

The Town of Esopus Library lends laptops to patrons who reside in the Town of Esopus, 18 years or older with library accounts in good standing (no fines). The loan period is one week. Laptops cannot be renewed. Only one laptop may be borrowed at a time, per household.

Checkout Procedures

- Visit the library in person during open hours
- Present Esopus Library card and photo ID
- Make sure contact information is up to date
- Complete this borrowing agreement
- Patron and Staff member will verify equipment is in working order and all parts are present at the time of check out.

Patron Liabilities

- An overdue fee of **\$5.00 per day** will be charged for a laptop that is not returned on time, with the full replacement fee (**\$770**) incurred one week after the laptop's original due date, and the laptop will reported stolen to the police.
- The patron is financially responsible for damage, loss, theft, or tampering. If any of these should occur, patron will pay the library for the value of the item, which is **\$700**.
- Patrons may not alter the hardware or software on the equipment.
- If any technical problems are encountered, the device should be returned immediately to the library.
- 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.
- The library is not responsible for damages you might incur or cause as a result of using library equipment or accessing the internet.
- Patrons may not use library items for illegal purposes.
- You are solely responsible to protect your private information, such as passwords and account information.

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 an immediate \$25 fine.
- The device will be examined for evidence of tampering, damage or missing parts before being checked in. Patron will be charged if there are problems. Device will be checked in once it is determined to be in its original working order.
- Patron will pay immediately for damages
- If the device is not returned, the library will turn off access to data services

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 the 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. I understand that I may have a brief operational tutorial at check-out time, and will be required to wait ten minutes upon check-in while items are verified by staff.

Damage/missing items assessed and paid at time of check-in are:

Laptop returned in book drop but undamaged: \$25

Missing or damaged power cord: \$30

Missing case: \$40

Damaged/non-operational laptop replacement fee: \$700

Signature

Date

Library Card #: _____

Photo ID: _____

Name (print): _____

Phone: _____

Email: _____

CHECK-OUT

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

Laptop Two piece power cord Protective Sleeve

Staff initials: _____

Patron initials: _____

CHECK-IN

Returned on: _____

Full laptop check completed by: _____ 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: _____

Patron initials: _____