

Loveland Public Library Laptop Borrowing Agreement

Print Name ("Patron"): _____

Library card number: _____

Patron COL ID #: _____ Proof of current address (30 days old or less) []

Requirements to participate in Laptop Program:

Patron must be 18 years or older with a Colorado photo ID, 2 forms of documentation less than 30 days old showing name and current address, and a current full access Adult 125 Loveland Public Library ("Library") library card with no fees.

By accepting the possession of this laptop, patron agrees to the following:

- Patron consents to his or her contact information and Colorado photo ID number being shared with law enforcement authorities in the event the laptop is not returned.
- Patron agrees the address and phone number are current information to be used by the Library in the event the laptop is not returned on the due date.
- Patron is responsible for the repair costs of damages of returned laptops or replacement costs of unreturned laptops, regardless of who has been using it while checked out to the Patron.
- Patron agrees to accept this equipment "as is." Laptop software and hardware settings are "as is" and may not be altered, including, but not limited to, installation of new software
- Patron understands that Patron is responsible for any damage to the laptop. Damage is defined as the difference in condition between checkout to the Patron and check-in at the library service desk.
- Patron will refrain from changing hardware settings or repairing the laptop.
- Patron acknowledges that the laptop is fully operational and un-damaged at time of checkout.
- Patron agrees to return this laptop to the Library un-damaged and in the same working condition as on the checkout date.
- Patron agrees the laptop will be used in accordance with the Policies of the Loveland Public Library.
- Patron shall not sell, lease, or otherwise grant anyone ownership rights to this laptop.
- Patron shall comply with all applicable copyright and other regulations regarding the laptop.
- Patron will return the laptop in person

Loan period is 7 days. Example: A Monday checkout is due the following Monday before the end of the business day. Patron will receive one courtesy warning if the laptop is returned late. Upon a 2nd occurrence of the laptop being returned after the due date, participation in the laptop program may be revoked.

In order to examine the laptop to ensure that it is in good working order and that all items are present in the case (power cable, instructions), there are no renewals.

After the laptop is returned in-person during normal business hours, the same laptop may be checked out if it is not currently on-hold for another patron and is determined to be fully operational, un-damaged, and all items are present.

Unreturned and Damaged Laptops

The Library will charge the Patron the full \$1,500.00 replacement cost of the laptop if the laptop is not returned within 10 days of the checkout date and the Library will report the laptop as stolen to the police.

Laptop condition is evaluated at checkout AND check-in by library staff at the service desk. If the laptop is not fully operational or is damaged at check-in, the Patron's library account will be blocked until cost of repair can be assessed by professional examination. At that time, the repair cost will be posted to the Patron account.

Upon return of a laptop which is damaged or not fully operational, or an un-returned laptop the Patron's participation in the laptop program will be permanently revoked. The library computer lab will remain available for the Patron's use.

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

- Laptops returned in the book drop but undamaged: \$10
- Missing or damaged power cord: \$30
- Missing laminated instruction booklet: \$5
- Missing laminated Guidelines & Borrowing Agreement: \$1
- Missing case: \$40

Laptop settings and software

These laptops DO NOT save files, web history, etc. and will be returned to their original state upon a restart. Save any work to a flash drive or cloud storage or it will be lost. **The Library is not responsible for any lost data or documents.**

In no event shall the Library be liable to Patron, Patron's personal representative or heirs for any incidental, special, indirect or consequential damage of whatever nature arising out of any claim, whether in contract, tort or otherwise, alleging the Library's failure to perform its obligations under this Agreement or its breach of any duty, common law or otherwise, owed to patron.

Failure to comply with the above guidelines will result in possible law enforcement and legal action and suspension of library privileges

Signature: _____

Date: _____