

Louisville Public Library

Laptop Loan Agreement

Please read the following information carefully.

Checking out a Laptop

- Patron must be 18 years of age or older and hold an unexpired City of Louisville Library card with an account in good standing (less than \$10 in fines currently owing) and a valid government-issued photo ID.
- Laptops are for use IN the Louisville Library, on the second floor only.
- Laptops will only be checked out to the card holder and may only be used by the card holder.
- Report any damage or problems with the laptop, the power cord or mouse to the Reference staff immediately; failure to do so may result in liability.

Loan Periods and Use

- Laptops may be checked out for a maximum of 2 hours.
- Laptops cannot be reserved.
- No laptops may be checked out 60 minutes prior to the Library closing.
- Laptops must be returned to the Reference Desk 30 minutes prior to the Library closing.

Security Issues

- YOU are responsible for any loss or damage while the laptop is checked out to you. Do not leave the laptop unattended or loan it to another person. If you must use the restroom, leave the laptop and included equipment with Library staff member at the Reference Desk. DO NOT bring the laptop into the bathroom.
- Laptops should NEVER be removed from the Library for any reason.
- Do not tamper with security features or attempt to install personal software.
- For personal security, no user files or downloads should be retained on the hard drive. All files will be deleted at the end of the day.

Returning a Laptop

- If the laptop is returned more than two hours after being checked out, the card holder will be assessed a \$10 late fee for each hour or portion of an hour that the laptop is overdue.
- Laptop and all included equipment must be returned in the same condition as received. If returned damaged or if any component is lost, the patron agrees to pay for any repairs or replacement costs as stated below.

Replacement of Damaged/Lost Components:

- Lost or broken Laptop (including cracked screen): \$1200
- Lost or broken Mouse: \$20
- Lost or broken Power Cord: \$50

Borrower Responsibility Agreement:

I agree to abide by the guidelines stated above and will return the laptop and included equipment in the same condition in which I checked it out.

Print Name _____ Signature _____ Date _____

STAFF USE ONLY:

Laptop ID Number: _____ Card Number: _____

Time Due: _____ Staff Initials: _____