



**LAPTOP LENDING AGREEMENT FORM**

**Eligibility for Library Use Only**

- Laptops are available for checkout to Peninsula Library System cardholders in good standing with a Laptop Loan Agreement on file. A new agreement must be signed every year.
- Patrons over 18 years old must provide a library card and valid picture ID matching the library record. Patrons under 18 must have a parent or legal guardian present to sign policy.

**Usage**

- Daily limit for laptops is 3 hours. No renewals or reservations are allowed.
- Laptops may only be used in the library and must be returned to a Lower Level Desk staff person. Patron must have library card present at checkout. Laptops may not be returned in a book drop.
- Laptops are due 30 minutes before closing, regardless of when they are checked out. The 3 hour time limit is based on the printed receipt time.
- Wireless printing is supported for Laptops. Files may be saved on a flash drive (not included) or emailed to yourself. All user data is deleted when computer is restarted.

**Fines**

- Overdue devices will accrue a fine of \$5 every hour up to a maximum of \$50. Laptops not returned at the end of the day will be considered lost and the full replacement fee will be assessed. Replacement fees are as follows: Laptop: \$999.

**Unresolved accounts will be referred to a collection agency.**

- The borrower agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse. See Lost or Damaged Fees on page 2.
- Library staff reserve the right to suspend Laptop borrowing privileges for any reason.

Borrower Information	
Name (Last, First)	
Name of parent or legal guardian (if under 18 yrs.)	
Library card #	
Phone #	
Email address	

Agreement & Signature	
<i>I have read and understand the Laptop Loan Agreement and agree to all of the terms</i>	
Signature	Date:
Signature of parent or legal guardian	Date:

Staff Use Only	
Patron/Guardian Photo ID #:	Date:
Sierra Note Added (Y):	Staff Name:

# Laptop Lost or Damaged Fees

## Laptop

\$999.00 – Automatic replacement charge if laptop is declared lost. If the laptop is returned, the lost fee may be removed minus any damage fee.

\$15.00 – Non-refundable fee once the laptop is declared lost.

### Damaged laptop replacement charges for equipment are as follows:

Laptop Computer (total damage/loss): \$999.00

Touchpad: \$44.95

Keyboard: \$34.95

LCD Screen: \$119.95

CDRW/DVD Drive: \$61.99

Battery: \$139.99

Power Supply: \$89.99