Grace A. Dow Memorial Library  
Laptop Borrower Agreement

I agree to fully abide by the following policies and procedures:  (Please initial in the space provided after reading each section and then sign and complete the bottom.)

_____ I understand that I shall have a Grace A. Dow Memorial Library card or library computer access card with no fines and/or overdue materials to check out a laptop. My driver’s license or picture ID will be held until the laptop is returned. There is no charge for the first hour; each additional hour or increments of an hour shall be $2.50. Payment is required when the computer is returned to the Check Out Desk.

_____ I understand that the laptops available for checkout are to be used within the Grace A. Dow Memorial Library in conjunction with the library’s wireless access. The laptops are NOT to be removed from the library.

_____ I understand that the laptops are available for checkout on a first-come, first-served basis. I understand that the laptop must be returned to the library Check Out Desk on the day of rental no later than 8:00 p.m. Monday through Friday and 4:00 p.m. Saturday and Sunday. Returned laptops must be powered on. Any laptop not returned as required will be considered lost and the replacement cost will be assessed.

_____ I understand that while I have the laptop checked out, I am completely responsible for its safety and use. I am responsible for any damage or loss that results from accident, theft, misuse or neglect. I will not leave the laptop unattended and will use it in a responsible manner. No food or drink shall be consumed in the immediate vicinity of the laptop.

_____ I will not attempt to download any programs or files onto the hard drive of the laptop nor will I change the system configuration. I am responsible for saving to a disk, printing or emailing any work that I wish to preserve. I agree to pay for all costs related to printing documents from this laptop.

_____ I will immediately report any loss or damage of the laptop to the librarians at the Reference Desk. I will not attempt to troubleshoot problems with the laptop.

_____ I agree to pay all costs associated with damage to the laptop or any associated peripheral equipment. I agree to pay replacement costs should the laptop be lost, stolen or damaged. I understand that the replacement cost for the laptop will be $1,500.00.

By signing this agreement I acknowledge that I am legally bound to this agreement. Failure to comply will result in computer privileges being suspended or revoked and costs of repair and/or replacement being assessed.

______________________________  ________________________________
Signature of Borrower  Print Name of Borrower

______________________________  ________________________________
Address  City  Zip Code

______________________________
Phone Number of Borrower

______________________________
Library Employee

For internal use only:

Laptop Number:  ___________________ Date:  ___________ Time checked out:  ___________ Time checked in:  ___________

Staff comments:  ____________________________________________________________________________________

____________________________________________  _______________________________________________________
2-08
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________________________
Initials                  Date

_____________________
Library Employee

For internal use only:

Laptop Number: __________ Date: __________ Time checked out: __________ Time checked in: __________

Staff comments: ________________________________________________________________

____________________________________
Library Employee

For internal use only:

Laptop Number: __________ Date: __________ Time checked out: __________ Time checked in: __________

Staff comments: ________________________________________________________________

____________________________________
Library Employee

For internal use only:

Laptop Number: __________ Date: __________ Time checked out: __________ Time checked in: __________

Staff comments: ________________________________________________________________