

Laptop Checkout Agreement

General Information:

- Laptop borrowers must be 12 or older. If the borrower is under 18 years of age, a parent or guardian must sign a permission slip acknowledging conditions for laptop use. This permission slip is valid for one year.
- Laptop borrowers must be cardholders in good standing of the Mid-Hudson Library System.
- Only the person who checks out the laptop may use it, and it must stay on the floor on which it was checked out.
- Laptops may not leave the library.
- Laptops must be returned fifteen minutes before the library closes. Laptops not returned will be billed for their total cost of \$725.
- Laptops are available on a first come/first serve basis only.
- The library reserves the right to deny checkout of laptops to any patron who has violated this agreement in the past.
- Laptops may not be used to engage in illegal activities or to interfere with or disrupt other patrons, library services or equipment. No federal, state or local laws can be violated when using a library computer.

By my signature below, I agree to all the following statements:

- By checking out this laptop, I assume full responsibility for basic care of the device.
- I have read, understand and accept the above conditions as well as the library's Patron Technology Policy (available at <http://millbrooklibrary.org/files/2016/09/Patron-Technology-Policy-1.pdf>).
- I will not leave the laptop unattended.
- I accept full responsibility for the laptop and accessories and agree to reimburse the Millbrook Library for the full cost of repairing or replacing laptops and accessories if they are lost, stolen, or damaged while they are checked out in my name. If the exact model is no longer available, replacement cost will be the actual price of a similar laptop or accessory in terms of quality, durability and performance.
- I will not alter computer hardware.
- Laptops must be returned, in person, by the borrower. I will not drop off the laptop at the desk and leave before it has been checked in.
- I am responsible for copying and/or saving any data from the laptop. Each laptop is configured with DeepFreeze software, so all saved data is erased each time the computer is restarted. Employees are not responsible for lost or damaged documents, data, removable media or equipment.
- I understand that leaving the library with the laptop constitutes theft.
- I understand that I am legally responsible for activities engaged in with the equipment I check out, and that I will be held legally responsible for any wrongdoing or illegal activity committed using that equipment.
- I authorize the library to release any relevant information about my identity to appropriate law enforcement officials if the library has reason to suspect that I have attempted theft of the laptop or have engaged in any illegal activity on it.

Signature

Printed Name

Date

For borrowers under the age of 18:

Parent/Guardian Signature _____

Printed Name _____