

The Lincoln Heritage Public Library Laptop Lending Agreement

Guidelines for Borrowing and Use Outside of the Library

- Patrons must be **18 years of age or older** and must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member **each time** a laptop is checked out.
- A **valid Lincoln Heritage Public Library account** AND a **valid photo ID** must be presented at the time of the checkout.
- Patrons must be in good standing with the library, with a **current address** on file, and **no fines above \$10.00**.
- A refundable deposit of **\$30.00** must be obtained before checkout. The deposit will be returned if there is no sign of damage or missing equipment.
- Laptops may be checked out for **one week** with **no renewals**.
- Laptops **MUST BE RETURNED TO A STAFF MEMBER AT THE CIRCULATION DESK**, and **NOT** placed in the **outdoor book drop or to another library!** Devices returned in the book drop will result in a **\$10 automatic fine**.
- All laptops have a tracking device that we will use if a laptop is not returned by the due date.
- Checkout is limited to **one per household**.
- Laptops should be kept in a **temperature-controlled environment; DO NOT leave them in your car**.

Fines and Liability

- The overdue fine for the laptops and their components is **\$15 per day until returned up to the full cost of the item (\$435)**.
- Patrons will be **charged \$10** if the laptop is **returned to the book drop OR another library and the deposit fee will NOT be returned**.
- **The patron is responsible for costs associated with loss, theft, or damage to the laptop and/or peripherals.**
- Abuse or recurrent late returns of the laptop will result in a **permanent loss of borrowing privileges**.
- If the laptop is deemed lost, the patron will be charged the \$435 replacement cost.

<u>Laptop Replacement Costs</u>	
Laptop.....	\$400
Power Cord.....	\$20
Protective Case.....	\$15
Total Replacement Cost:	\$435

****NOTE TO PARENTS/GUARDIANS: INTERNET CONTENT FILTERING IS PROVIDED THROUGH THE LAPTOP BUT LHPL IS NOT RESPONSIBLE FOR ANY INAPPROPRIATE VIEWING OR BROWSING. PARENTS/GUARDIANS ARE RESPONSIBLE FOR MONITORING WHAT THEIR CHILDREN ACCESS THROUGH THE LAPTOP.**

I agree to abide by the Lincoln Heritage Public Library's Laptop Lending Guidelines as stated above, and pay any overdue fines, \$15.00 per day until returned. I understand that if I return the Laptop to a book drop or another library, I will be charged a \$10 automatic fine and will not receive my deposit back. I agree to pay full replacement costs should the laptop be lost, stolen, or damaged. I understand that abuse of the laptop program may result in the loss of my borrowing privileges at the Lincoln Heritage Public Library. I have read this entire document and my signature below indicates my agreement to the terms and conditions outlined above.

Library Card #: _____ I understand I am responsible for any and all content viewing: _____

Address: _____

Phone: _____ Email: _____ DLN: _____

Signature: _____ Date: _____

Print Name: _____ Date: _____

Staff Signature: _____