

## Danvers Township Library Laptop User Agreement

### Guidelines for Borrowing and Use

\_\_\_ Borrowers must be at least 18 years old.

\_\_\_ Have presented a picture ID that includes current address.

\_\_\_ Have a library account in good standing.

- Checkout period is 3 days. Overdue fine is \$1.00 per day. If not returned within 28 days of being overdue, borrower will be charged the replacement cost of the device.
- There will be a check-in process upon return of the laptop which could take several minutes.
- Please return device fully charged.
- The laptop wipes everything out that has been saved or downloaded every time it is restarted. Borrower must save everything to a jump drive.

### I agree:

\_\_\_ To return the device **inside directly to a library staff member** who will check in the device in my presence.

**I will NOT return to a drop box.**

\_\_\_ The software and settings may not be altered, and nothing can be added or removed from the internal storage.

\_\_\_ To pay full repair and/or replacement costs should the laptop or any peripherals be lost, stolen, not returned or damaged in any way (e.g. water, extreme temperatures or excessive tobacco smoke)

**I have read this document and the "Customer FAQs & Use Instructions" and my signature indicates my agreement to comply with these documents.**

Print Customer Name: \_\_\_\_\_ Checkout Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Due Date: \_\_\_\_\_

### **Replacement Costs**

**Laptop \$400.00**

**Power cord \$25.00**

**Computer Bag \$10.00**

