

Haines Borough Public Library
Laptop Use Agreement Form

Laptops must not be taken out of the library.
Laptop checkout is limited to 2 hours (2 renewals allowed).
The fine for an overdue laptop is \$1 for 15 minutes.
Laptops must be returned to the circulation desk.

A laptop may be checked out from the circulation desk for up to two hours. Renewals will be allowed if there is no waiting list. The only exception is that laptops are not checked out after one hour before closing. While checked out, the laptop must remain in the library and must not be left unattended at any time. Any computer malfunctions should be reported to the staff immediately.

If the laptop is not returned to the staff by the time due, the borrower will be assessed a late fee of \$1 per 15 minutes (\$4 per hour) that will be added to the borrower's circulation record. Laptop borrowing privileges may be suspended if the equipment is consistently returned late. The cost of a damaged and/or lost laptop and/or laptop accessories while checked out may result in charges up to \$2,000.00 that will be applied to the borrower's library circulation record. The library will take appropriate steps to collect charges.

"I agree to pay all costs associated with damage to this laptop computer or its associated peripheral equipment or its replacement costs should it be lost or stolen while it is checked out to me. I understand that the replacement cost for this laptop computer will be no less than \$1,600.00 plus the accrued overdue fine(s) and a non-refundable \$10.00 processing charge, and any additional collection fees. I understand that the laptop may not be removed from the library building. I agree to abide by all of the library's internet policies."

"My signature below indicates my agreement with the above liability statement and the Library's Internet Access policies":

Signature _____ Date ____/____/____
MM / DD / YY

Printed Name _____

If the person signing this Laptop Agreement Form is under the age of 18 a parent or guardian's signature is also necessary.

Parental Control: Parents/guardians, not the library or its staff, are responsible for any internet/email information selected and/or accessed by their children aged 17 and under. Only parents/guardians may restrict their children from access to internet/email resources accessible through the library. Parents/guardians are advised to supervise their children's internet sessions.

"My signature below indicates my agreement with the above liability statement and the Library's Internet Access policies and parental Control Policy and also indicates that I have discussed these documents with my child.":

Signature _____ Date ____/____/____
MM / DD / YY

Printed Name _____