

Borrower Name (please print): \_\_\_\_\_

Current Address: \_\_\_\_\_

Library Card #: \_\_\_\_\_

**Rules of Use:**

- Laptops for in-house use are available for a maximum loan period of up to 4 hours and may be checked out by customers 18 years of age or older who are current library cardholders in good standing.
- Laptops loaned will be checked out onto the eligible library cardholder's library account. Only one checkout of a laptop per day per library cardholder will be permitted regardless of total time actually used.
- Laptops must remain inside the library building walls at all times. Do not leave the laptop unattended. Library staff is not responsible for checked out laptops or accessories.
- Overdue fees will be charged for laptops not returned directly to library staff at Reference & Information by the specified time in the amount of \$5 for every 15 minutes overdue. There is no grace period.
- You will be held responsible for all applicable replacement costs and processing fees up to \$590 for the laptop and/or accessories if lost, stolen or damaged while checked out to you. The library will not accept replacement laptops or accessories purchased by the customer.
- Failure to pay any amount owed will be considered an outstanding debt to L.E. Phillips Memorial Public Library and will be added as a fine to your library card. In addition, failure to resolve this matter may result in legal action under WI statute 943.61 or local ordinance.

Accessories Checked Out Every Time:

- Charging Cord
- Mouse

*I understand that I am fully responsible for the borrowed laptop and any accompanying accessories, and for its safe and timely return to staff at Reference & Information where it was borrowed. **I understand that I am responsible for all applicable charges if the laptop is damaged, lost or stolen, accessories are missing or damaged, or late fees or other fees are incurred.** I have read, understand, and agree to the Rules of Use listed in this agreement and the Laptop Guidelines. I agree to return the laptop by the due date noted for this checkout, and all future checkouts.*

**Borrower Signature** \_\_\_\_\_ **Date** \_\_\_\_\_