

RANCHO MIRAGE PUBLIC LIBRARY

Last Name, First Name

LAPTOP BORROWER AGREEMENT

As a participant in Rancho Mirage Public Library’s (RMPL) laptop checkout program, I agree to abide by the following policies and procedures: (Please initial in the space provided after reading each statement and then sign at the bottom.)

_____ I understand that I must have an up-to-date RMPL library card with no fines in order to check out a laptop. Borrower’s valid State or Federal Government issued photo ID and credit/debit card will be held until the laptop is returned.

_____ I understand that the laptops available for checkout are for use within the interior of the library in conjunction with the library’s Wireless Network. They are not to be removed from the library.

_____ I understand that the laptops are available for checkout in the library on a first come, first served basis for a loan period of two hours, and may not be renewed. I understand that all laptops need to be returned to the library Information Desk staff no later than 5:30 p.m. on Monday, Tuesday, Thursday, Friday and Saturday, no later than 7:30 p.m. on Wednesday and at 3:30 p.m. on Sunday. Any laptop not returned by closing time will be considered “lost” and the replacement cost will be assessed.

_____ I understand that while I have the laptop checked out, I am completely responsible for its safety and use. I am responsible for any damage or loss that results from accident, theft, misuse or neglect. I will not leave the laptop unattended and will use it in a responsible manner. No food or drink should be consumed in the immediate vicinity of the laptop.

_____ I will not attempt to download any programs or files onto the hard drive of the laptop nor will I change the system configuration. I am responsible for saving to a CD-ROM or a Flash Drive or e-mailing any work I wish to preserve.

_____ When returning the laptop, I understand that I should return it to library Information Desk staff, powered on.

_____ I will report immediately any loss or damage of laptops to the Information Desk. I will not attempt to troubleshoot problems with the laptop.

_____ I agree to pay all costs associated with damage to this laptop computer or any associated peripheral equipment; I agree to pay replacement costs should the laptop be lost or stolen. I understand that the replacement cost for this laptop computer will be no more than \$2,000.

By signing this, I acknowledge that I am legally bound to adhere to all parts of this agreement.

PRINT NAME OF BORROWER

SIGNATURE

DATE

LIBRARY CARD #