

LAPTOP LOAN POLICY

1. **ELIGIBILITY:** Laptop computer loans are restricted to current Rancho Mirage Public Library (RMPL) patrons, 18 years of age or older. You may not borrow a laptop if you have fines or if you have previously violated the laptop borrower agreement.
2. **LIABILITY:** The user agrees to assume any and all legal liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse. The Library will not assume responsibility for lost files due to viruses, hardware failure and network interruptions.
3. **AVAILABILITY:** Laptops are available at the Information Desk for loan on a first-come, first-served basis. Eligible users **MUST** present a valid photo ID (i.e. State or Federal Government issued), credit/debit card and RMPL library card when requesting a laptop. The patron's ID and credit card will be retained at the Information Desk along with the signed Patron Laptop Borrower Agreement until the laptop is returned to the Information Desk staff.
4. **USE:** Laptops borrowed from RMPL are loaned for in-library use only. Laptops are not to be taken outside the library this includes the Adult's Reading Terrace. The designated areas are Quiet Study Room and the Reference Area. Laptops left unattended for any period of time will be immediately collected by Library staff and the borrower will be prohibited from borrowing any laptop until the next business day.
5. **LOAN PERIOD:** The loan period for laptops is two hours per day and must be returned to the Information Desk thirty minutes prior to closing.
6. **LENDING AGREEMENT:** On the first occasion borrowers sign out a laptop, borrowers will be required to read and sign a Laptop Borrower Agreement Form.
7. **ADVANCE BOOKING:** Holds or advance bookings are not available.
8. **FINES:** An overdue fine of \$10 per hour with a maximum fine of \$100.
9. **REPLACEMENT AND DAMAGE FINES:** The user assumes full financial responsibility for a lost, stolen or damaged laptop. Laptops 24 hours overdue will be assumed lost. A repair fee will be assessed for damaged laptops based on the cost of the repairs plus a \$100 processing fee. Any laptop equipment malfunctions should be reported immediately to library staff. Replacement fees are as follows:

Item	Cost
Laptop Computer	\$1700.00
Power Cord and Adapter	\$100.00

10. **RETURNS:** Laptop computers must be returned, powered on, in-person to staff at the Information Desk. Users will be required to wait while the computer is checked to ensure all equipment is intact.
11. **USER FILES:** Files should be saved to a CD-ROM or Flash Drive. All user files will be deleted from the laptop's memory storage when the laptop is turned off.

 PRINT NAME OF BORROWER

 SIGNATURE

 DATE

 LIBRARY CARD #