

STILLWATER

PUBLIC LIBRARY

For Ref Use Only:

Pick-Up Appt. Date/Time: _____

Return Appt. Date/Time: _____

Hotspot Flash Drive Printing

Stillwater Public Library Laptop Borrowing Agreement

Borrower Name (please print): _____

Current Address: _____

Library Card #: _____ Library Card Verification (or Photo ID): _____ (Staff Initials)

Rules of Use:

- A laptop and optional hotspot is available for a maximum loan period of up to 48 hours for checkout by customers 18 years of age or older who are current library cardholders in good standing. The loan period is not renewable.
- A loaned laptop and optional hotspot will be checked out onto the eligible library cardholder's library account.
- Patron will be held responsible for all applicable replacement costs and processing fees, up to **\$1,062** for the laptop, optional hotspot and/or accessories if lost, stolen or damaged while checked out to you. The library will not accept a replacement laptop, hotspot or accessories purchased by the patron.
- Failure to pay any amount owed will be considered an outstanding debt to Stillwater Public Library and will be added as a charge on your library card. In addition, failure to resolve this may result in unpaid charges sent to Washington County for debt collection.
- The Internet is not always a secure environment. Patrons handling activities that require confidentiality do so at their own risk. Illegal use of computer resources is prohibited. Examples of illegal use include, but are not limited to, the following: a) Attempts to alter or damage computer equipment or software; gain unauthorized access to resources or entities; b) Intentional propagation of computer viruses; c) Violation of software license agreements; d) Transmission or reception of speech not protected by the First Amendment; and e) Viewing material that violates federal, state or local laws or regulations.

Accessories checked out every time:

- Laptop Carrying Bag
- Mouse
- Laptop Power Adapter
- Instructions

Optional Hotspot:

- Wi-Fi Hotspot
- Case
- USB Charging Cable & Adapter
- Instructions

Laptop Barcode #: **39099** _____

Hotspot Barcode #: **39099** _____

Staff Initials: _____ Due Date: _____

I understand that I am fully responsible for this borrowed laptop, optional hotspot and any accompanying accessories, and for its safe and timely return to Stillwater Public Library. I understand that I am responsible for all applicable charges if the laptop and/or optional hotspot is damaged, lost or stolen, or 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. I agree to return the equipment by the due date noted.

Borrower Signature: _____ Hotspot Borrowed: _____ (Patron Initials) Date: _____

For Return Process

Date Returned: _____

Received: Laptop Condition: Satisfactory Problem
 Laptop Carrying Bag Mouse Laptop Power Adapter

Received: Hotspot Condition: Satisfactory Problem
 Hotspot Case Charging Cable & Adapter

Please specify any problems observed by staff or reported by patron:

Staff initials: _____

I understand I remain liable for any damage caused to this laptop, optional hotspot and/or its accessories, even after initial check-in, until such time a thorough inspection can be performed by authorized staff.

Borrower Signature: _____ Date: _____