

# Laptop Loan Policy Agreement

The West Bend Community Memorial Library makes laptops available to library card holders to assist in their research, networking, document and presentation production needs. Laptops are provided according to the availability on a first come first served basis. Preference may be given to borrowers who are developing resumes and other employment documents, applying for jobs via the Internet, or adult students taking online exams and/or participating in distance education courses.

## Guidelines for Borrowing and Use

---

- Laptops are available for in-library use only by library card holders in good standing who are 18 years old and older.
- Borrowers must present their library card and a photo ID to reference desk staff at the time of check-out. The address on the library card must be current. The borrower's photo ID will be held at the main desk until the equipment is returned and inspected.
- Laptops will be available for loan at the discretion of the library staff. No loans will be made within the last hour the library is open.
- Borrowers are required to sign the Laptop Loan Policy Agreement each time before borrowing a laptop.
- The borrower is financially responsible for loss of the laptop and/or its components. If a laptop or any of its components are determined to be lost or stolen, the borrower will be responsible for replacement costs as well as a processing fee.
- The borrower is financially responsible for damage to the laptop and any of its components. The condition of each laptop will be noted each time a computer is checked in or checked out.

## Loan Policies

---

- Laptops are for use in West Bend Community Memorial Library only. Laptops may not leave the West Bend Community Memorial Library.
- Laptops are due back within 3 hours from the time of check-out, or 30 minutes before the library closes, whichever comes first.
- Laptops not returned by the time the library closes will be considered lost or stolen and the borrower will be responsible for paying the full replacement cost of \$1000.00 plus a \$100.00 processing fee.
- If a patron does not return a laptop, the incident will be treated as a theft and will be turned over to the West Bend Police Department. Damages will be assessed on an individual basis and charged in the same manner as an unreturned laptop.
- Patrons who do not return laptops will have a block put on their West Bend Community Memorial Library account.

- Borrowers must not engage in any illegal activities or in any activities inconsistent with the West Bend Community Memorial Library's Internet Use Policy and Wireless Access Policy.
- Laptops may not be reserved in advance.
- All patrons are responsible for knowing and following the rules stated in this policy.
- The West Bend Community Memorial Library shall not have any responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on laptops. Borrowers wishing to save files they have created must back them up to USB drives or personal internet accounts. All created files will be wiped clean upon the laptop's return.
- Very limited technical support is available through library personnel. Borrowers attest that they have basic familiarity and comfort with the laptops and the software they will be using.
- Violation of any of the above conditions may result in suspension of laptop borrowing privileges as determined by the Library Director.

I, \_\_\_\_\_, fully understand and agree to abide  
(print full name)

by these guidelines and policies, including the following: in case of an unreturned or damaged laptop, I agree to pay the West Bend Community Memorial Library either the sum of \$1100.00 for an unreturned laptop or an amount assessed for damages plus processing within two weeks of the damage or loss event, unless an alternate schedule is established by the parties involved in this documented writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Use Only

Date/Time Checked Out \_\_\_\_\_

Patron Barcode Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Librarian Initials \_\_\_\_\_