



**Laptop and iPad Loan Agreement**

I understand that by borrowing a laptop computer or iPad from the Pikes Peak Library District I am responsible for the computer and all accessories. I will reimburse the Library District for any damages if the laptop, iPad, or any software installed thereon is damaged, lost or stolen while checked out to me. **I must present a valid photo ID to check out a laptop or iPad. My card should be in good standing.**

- I understand that the laptop and iPad loans are for in-library use only, and cannot be removed from the library building.
- I agree that I will not alter any settings or configurations on the laptop or iPad.
- While using the laptop or iPad I will not eat or drink, use in the vending area, or take into any restroom.
- **I understand that laptops and iPads may be checked out for 3 hours and may NOT be renewed.**
- Laptops and iPads may be checked out once per day only.
- Laptops and iPads are available for check out by adults and those over 12 years of age. Patrons with cards that are blocked (fines of \$10.00 or more) will be unable to check out a laptop or iPad.
- **Laptops and iPads must be returned to library staff at least 15 minutes prior to library closing.** I understand that when the loan period has elapsed I must return the laptop or iPad to a staff person. **Until the laptop or iPad has been returned to a staff member and is checked in, it is my responsibility.**
- **I understand that overdue fines accrue at \$5.00 for every hour, or portion thereof, until the laptop or iPad is returned. If returned late, I understand that I will be charged a fine plus lose laptop and iPad borrowing privileges for one week. If not returned by closing time, the laptop or iPad will be considered lost and I will be responsible for a replacement fee of \$2,500 for a laptop or \$385 for an iPad.**
- I understand that the library will not be held responsible for any damage or loss of data or media due to any cause while I am using a library computer.
- I understand that I must save to a removable storage device since any work will not be saved to the laptop or iPad.
- I understand that the library wireless connections are not secure, and I will take appropriate caution with personal information while using a library computer.
- If printing is available, printouts are free for the first 10 pages then are 10 cents for each additional page.

**By signing this document, I verify that I have read and understand the Laptop and iPad Loan Agreement and the Laptop and iPad Loan Policy of the Pikes Peak Library District. \_\_\_\_\_(initials)**

**By signing this document, I understand that if I don't return the laptop or iPad within the 3-hour loan period, leave the laptop or iPad unattended, or return the laptop or iPad less than 15 minutes prior to closing my laptop and iPad privileges will be revoked for one (1) week. \_\_\_\_\_(initials)**

**By signing this document, I acknowledge that I have no right to remove this laptop or iPad from the library. If I remove this computer from the library I acknowledge that I will be held criminally responsible for theft. \_\_\_\_\_ (initials)**

*\* A new agreement will need to be signed when significant changes are made to the form.*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

ID number \_\_\_\_\_ Library Card # \_\_\_\_\_ Staff Initials \_\_\_\_\_

ID (check one)  CO Dr Lic  Other State Dr Lic (state) \_\_\_\_\_  Military ID  School