

SANTA CRUZ PUBLIC LIBRARIES LAPTOP USE AGREEMENT

Eligibility

Laptop computers are available for checkout to Santa Cruz Public Libraries cardholders in good standing with a Laptop Use Agreement on file. A new agreement must be signed every year.

Patrons 18 years old and over must provide a valid, government issued ID matching their Library record. Children 17 years old and younger must have a parent/guardian present to sign the agreement.

Usage

Initial checkout for laptop computers is 4 hours. Renewals are allowed if no one is waiting to checkout a laptop. Laptops are due 30 minutes before closing, regardless of when they are checked out. The 4 hour limit is based on the printed checkout receipt time.

Printing is allowed via wireless printing or files may be saved on a flash drive or uploaded online (email).

All user data is deleted when the computer is restarted. Users must abide by the Santa Cruz Libraries Internet and Wireless Access Policy.

Fines and Fees

Overdue laptops will accrue \$5.00 fine every hour up to \$50.00.

Laptops not returned at the end of the day will be marked lost and the full replacement cost may be applied.

The borrower agrees to assume any and all liability for the cost of repair or replacement in the event of theft, damage, negligence or misuse.

Library staff reserves the right to suspend laptop borrowing privileges for any reason.

Name of borrower _____

Library Card Number _____

Home phone _____

Cell phone _____

Email _____

I have read and understand the Laptop Use Agreement and agree to all the terms

Signature _____

Date _____

Parent/Guardian signature if borrower is under 18

Staff Use Only

Patron name _____

Patron/Guardian DL# _____

Staff Initials _____ Date _____