The Harper Woods Library has 3 laptops available for a 7-day loan period.

Availability is on a first come, first served basis. All patrons must sign a Laptop Loan Agreement each time they check out a laptop.

**Eligibility**

The borrower must be 18 years old or older and have a valid Harper Woods Library card in good standing. To check out a laptop, the borrower must present their Library Card and a photo ID.

**Guidelines**

* Must be a Harper Woods resident and have a valid Harper Woods Public Library account that was created **at least one full months/30 days**prior to checkout.
* Must present a current driver’s license, passport, or military photo ID at the time of checkout.
* Must be in good standing with the library.
* Must return laptops and all components to a staff member at the circulation desk at the Harper Woods Public Library location where the item was checked out.

**Equipment**

Each laptop is equipped with built-in WiFi. No additional software may be installed or downloaded to a laptop.

**Usage**

* The borrower is responsible for notifying the library if the laptop is not in good working order. Please report damage, non-working laptops within two days of checkout.
* The laptop should be kept in a temperature-controlled environment. **DO NOT leave it in your car.**
* The patron is responsible for costs associated with loss or damage to the laptop and/or peripherals.
* Returned laptops are subject to library staff inspection after being checked in.
* Note to Parents/Guardians: Internet content filtering is not provided. You are responsible for all content accessed using the laptop.
* Do not duplicate, remove, or install any software from/on a laptop. Using a laptop to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

**Overdue Fine: $2.00 per day**

**Lost and/or Damaged Fees**

Should the laptop be damaged, lost, or stolen during the period it is checked out, the borrower assumes full responsibility for all costs associated with the laptop or its associated equipment.

Current replacement/damage charges include:

* Laptop: **$500**
* Laptop Case: **$55**
* Laptop Power Cord: **$25**
* Laptop Mouse: **$10**
* Processing Fee: **$50.00 if everything is lost or damaged**

**$ 5.00 each for lost case/power cord/mouse**

The lost and/or damaged fees noted are only an estimate. The Library reserves the right to adjust charges according to the damaged equipment make and model.

**Disclaimer**

The Library is not responsible for damage to any removable drive (e.g. USB drive or CD) or loss of data that may occur due to malfunctioning hardware or software. Users wishing to save files they have created must save them externally. All created files will be wiped clean after a session ends.

The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. Laptops use anti-virus software and/or mobile device management, but that cannot guarantee protection against all viruses. The Library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. The Library assumes no responsibility for any damage to Library users’ personal devices, software, files, personal cloud-based accounts, and/or equipment.

LAPTOP LOAN AGREEMENT

Laptop Loan Agreement My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out a laptop. I agree to accept full responsibility for the Laptop while it is checked out to me. I accept full financial liability for the material and accessories while in my possession. I agree to pay all costs (including full replacement cost plus processing fee) associated with damage to, loss of, or theft of the Laptop and accessories while it is checked out to me. I agree to the loan period set for the Laptop borrowed and I agree to return the Laptop to a staff member inside the Library (not in the Book Drop).

Patron Name: Please Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patron Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item Barcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrowing Period: 7 Days

Overdue Fine per day: $2.00

Replacement Value of Laptop: $590.00

Processing fee: $50 if everything is lost.

$ 5 for powercord/mouse/lost case

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Staff use only

Patron Library Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photo ID checked? Yes or No

Staff Initials: \_\_\_\_\_\_\_\_\_\_\_\_