

Hudson Library & Historical Society

Laptop Loan Form & Statement of Responsibility

Welcome to the Laptop Pilot Project made possible by The Friends of Hudson Library & Historical Society. Please review our loan procedure and statement of responsibility carefully.

Current CLEVNET card holders over the age 18 may check out laptop computers for use on the 2nd floor of the Library. A CLEVNET card, driver's license or passport, and keys are required as a deposit. Checkouts are handled at the Reference Desk. If you are barred or blocked from checking out library materials, you may not check out a laptop until the issue is resolved.

Laptops may be checked out for up to two hours of use on the 2nd floor of the building starting ½ hour after opening and must be returned ½ hour before closing. Patrons may renew the use of the laptop once for an additional two hours if no one is waiting. Please note that the Library's online catalog system is used for counting the time, not the laptop's clock. The contents of the laptop 'kit' is on the front cover of the laptop. This will be verified with you before checking out the laptop and once again when it is returned. Laptops are available on a first come basis and cannot be reserved.

You are responsible for the safety and security of the laptop while it is checked out to you.

1. Do not leave the laptop unattended, stolen laptops will be billed to your account.
2. Do not leave the 2nd floor of the building with the laptop.
3. Do not tamper with the laptop or the software pre-loaded on the laptop.
4. Use of the laptop also requires you to follow all applicable U.S. laws.

Fees and Fines:

Overdue laptops—Laptops that are returned after the 2 hours checkout period will be billed **\$10.00 per hour**. Please note that if the laptop is not returned by closing, the library will declare the laptop as missing and bill for the replacement cost.

Lost or missing laptops—For laptops that are lost or deemed missing, you will be billed at the full replacement cost of \$1500.

Damaged equipment will be handled on a case-by-case basis with actual repair costs serving as the guideline for billing.

By signing below, I acknowledge that I have read this document and understand my obligations. I understand this document is contractual and my signature indicates my agreement.

X_____ Date:_____

Print Name_____ Phone:_____

Address:_____

CHECK OUT

1. Laptop number _____
2. Laptop kit parts verified? YES NO
3. Turn on laptop at reference desk: did it turn on properly? YES NO
4. Please note any scratches, dents or damage below:

CHECK IN

1. Laptop kit parts verified? YES NO
2. Turn on laptop at reference desk: did it turn on properly? YES NO
3. Check for damage. Note damage below:

4. Did the Patron have any complaints in the operation of the computer? YES NO
Note the complaint below:

5. Make sure the laptop is *shut down* and power if off.
6. Return laptop to charging station.