

Laptop Loan Contract

This contract sets forth the terms and conditions upon which you may check out a laptop computer from the Garfield County Public Library District. Please read this agreement carefully before signing it, as it may have legal consequences for you.

Eligibility of Borrower:

1. The person who made the reservation must be the person who picks up the device.
2. Borrower must be 18 years of age or older.
3. Borrower must present their own valid Garfield County Public Library District library card **and** an acceptable photo ID at the time of check out.

Driver's License # _____

OR Other ID # _____

GCPLD Library Card # _____

Laptop Barcode # _____ GCP # _____

4. Borrower must have sufficient knowledge to operate computer including knowledge of:
 1. How to start and shut down the computer,
 2. How to access the Internet and other software,
 3. How to save files,
 4. How to toggle wireless on and off.

Obligations of Borrower:

1. **Computer must be delivered personally to the Circulation Desk and given to a staff person at the library from which it was borrowed on or before the date it is due.**
2. Borrower shall comply with all state and federal laws concerning use of the Internet and all library policies concerning the use of borrowed materials and equipment.
3. Borrower shall not lend the computer to other persons and shall exercise care to assure the computer is not lost or stolen.
4. Borrower shall exercise care to properly use the computer and not to cause damage to it.
5. Borrower shall be responsible for saving and/or making copies of all documents and other work performed by the Borrower.

Liability of Borrower:

1. Borrower will be charged for any damage to the computer not covered by warranty up to the full cost of a replacement unit of \$920.00.
2. If Borrower fails to return the computer within ten (10) days of the due date, the computer will be considered lost and/or stolen, and the library may report the failure to return to appropriate law enforcement authorities and/or a collections agency.
3. Laptop borrowing privileges may be subject to suspension for 90 days due to checkout violations. Violations include but are not limited to:
 - Returning a laptop 5 days or more late.
 - Returning laptops with missing pieces.
 - Returning laptops excessively dirty or worn.

Rights of Garfield County Public Library District:

1. Garfield County Public Library District may take legal action to enforce this contract.
2. Garfield County Public Library District may refuse to lend a computer for reasons it deems appropriate, including but not limited to lack of satisfactory ID, prior violations of this contract by borrower, and prior violations of other library policies by borrower.

By signing this contract, I agree to the above terms and conditions. I also agree to indemnify and hold the Garfield County Public Library District and its officers, employees, and agents harmless from any loss, cost, damages and other expenses it/they may incur arising out of this contract.

Borrower
Signature _____ Date _____

Print Borrower Name _____

Library Card Number: _____

Staff Name _____

Due Date _____

