



FINKELSTEIN MEMORIAL LIBRARY LAPTOP USE POLICY & LOAN AGREEMENT

Use Policies

- Users must be 18 years of age or over.
- Users must read and sign the Finkelstein Memorial Library Laptop Loan Agreement.
- The laptop computers will be available, one per user per day, on a first-come, first-served basis to FML cardholders with clear Library circulation records.
- A current FML card and a valid driver’s license or photo id will be required to check out the laptop. RHF Technology Staff will retain those items while the laptop is checked out.
- Laptops are for in-Library use only and may not be taken outside the Library.
- Laptops should not be left unattended at any time. Laptops found unattended by Library staff will be immediately returned to the RHF Technology Center.
- All user files and documents must be saved to a recordable CD-ROM, floppy disk, or flash drive, provided by the user. All files saved on the hard drive will be erased when the computer is returned.
- Printing will be available at a cost of .15¢ per page for b/w; .25¢ per page for color.

Loan Period

- Laptops may be borrowed for a 2-hour loan period between the hours of 10 AM and 3 PM, Monday through Friday.
- Laptops cannot be renewed.
- Laptops must be returned by 4:45 PM; laptops not returned will be considered lost/stolen and the user will be billed for the full replacement fee.

Fines and Replacement

- The **replacement cost** for this laptop computer will be no less than **\$1600.00, plus accrued overdue fines.**
- The **overdue fine** is **\$10.00 per hour or any part of an hour thereafter.**

I accept full responsibility for the laptop computer and accessories that I am borrowing. I understand that I am responsible for the costs of repairing (parts and labor costs) or replacing this laptop computer, components, and accessories if they are damaged, lost, or stolen while it is checked out to me.

By signing this agreement, I verify that I have read and understand the Finkelstein Memorial Library Laptop Loan Agreement and I agree to abide by the policies of this agreement and FML’s Computer Use Policy.

Borrower’s

Signature _____ **Date** _____

Borrower’s Barcode # _____ **Staff Initials** _____

Print Last Name, First Name