



LAPTOP CIRCULATING GUIDELINES

Application

CHECKING OUT A LAPTOP

- Customer must present a valid Houston Public Library card
 - o no fines
 - o no blocks for any reason
 - o is at least 30 days old
- Staff will hold photo I.D. until laptop is returned.
- Laptop will only be checked out to the cardholder.
- Only one laptop per person per card may be checked out.
- Customers under 18 who have parental permission may use parent's I.D.
- Laptops are checked out for two hours for use only in the Library.

SECURITY ISSUES

- Laptops should never be left unattended.
- Laptops should be used in public areas only (excluding restrooms). They should never be removed from the Library for any reason.
- Do not tamper with security features or attempt to install personal software.
- No user files will be retained on the hard drive.

RETURNING A LAPTOP

- Return laptop to check-out point. A receipt will be issued and customer's photo I.D. returned.
- Laptops are nonrenewable, but may be used again if available.
- If the laptop is returned late, customer will be fined \$25/an hour or any portion of an hour up to a maximum of \$150.
- Laptop must be returned in the same condition as received; if returned damaged or laptop is lost, customer agrees to pay the replacement cost of the laptop (\$1500) and a \$150 processing fee.

BORROWER RESPONSIBILITY AGREEMENT

I agree to abide by the guidelines stated above. I agree to return the laptop in the same condition as when I checked it out, and if equipment is damaged or lost, I agree to pay the Library the replacement costs of the equipment.

I understand and agree to abide by the guidelines listed in this flyer.

Print Name: _____

Signature: _____

For Staff Use:

Time Out: _____

Time In: _____

Staff Initials: _____

Staff Initials: _____

Date: _____ Power Card #: 22 477 _____