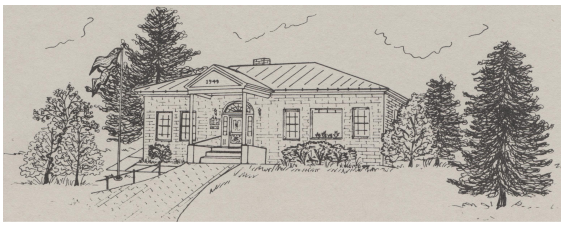


BLAKE MEMORIAL LIBRARY
676 Village Road, P.O. Box D
East Corinth, VT 05040
(802)439-5338, libdirector@blakememorial.org
www.blakememorial.org

Laptop Lending Agreement

Patron's Name: _____ Date: _____

Patron's Card Number: _____ Photo ID Type: _____

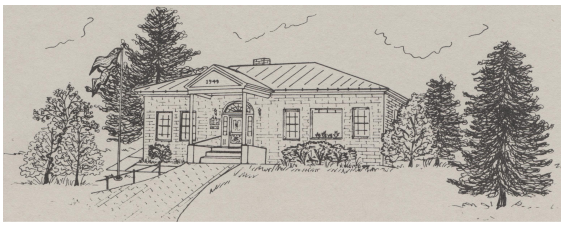
ID Number: _____ State or Institution: _____

Laptop#: _____

In checking out a Laptop from the Blake Memorial Library, you are assuming full responsibility for any damage, loss, or theft of the laptop, bag, or any other components while they are checked out to you. Borrowers must be 18 years of age or older, a library patron, and must show official photo ID to check out these items.

Terms:

1. A Laptop may be checked out for a period of up to 3 weeks on a first come, first served basis. A signed borrowing agreement will be required each time the items are checked out and/or renewed.
2. Electronic devices must be kept in a temperature-controlled environment (not left in vehicles or structures in extreme temperatures).
3. The Library will not reimburse borrowers for any purchases made on the device.
4. Deliberately altering any files or modifying the configuration of Library-owned equipment is strictly prohibited. The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure, data loss, or interruption of service during use. Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to electronic devices checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.
5. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.
6. If the Laptop or any accessories are lost, stolen, or damaged, the borrower will responsible for the replacement cost of each item: Laptop with programs and battery ($350), Charging Cable ($25), Bag/Case ($35). **A credit card number will be taken at the time the items are borrowed and will be charged for Laptop damages and/or lost items.**
7. Some electronic devices may offer access to the internet, and the library is not liable for any material accessed beyond pre-loaded materials.
8. Electronic devices may not be returned to other libraries or to the Blake Memorial Library outdoor book drops. The Blake Memorial Library requests that electronic devices be returned inside the library to a staff member behind the Circulation desk. Library staff will inspect contents at checkout and return to ensure all items are accounted for and appear to be in good condition.
9. Electronic devices are not considered returned until all items associated with it—laptop, AC adapter, and carrying case—have been returned to the library in good condition. If any items are missing upon return, the



BLAKE MEMORIAL LIBRARY

676 Village Road, P.O. Box D
East Corinth, VT 05040
(802)439-5338, libdirector@blakememorial.org
www.blakememorial.org

library reserves the right to refuse acceptance of the equipment until all items are returned. Alternatively, if an item is returned at the library via book drop or other means, the Library will charge the borrower for any resulting damage.

10. Borrowers agree to abide by all library policies and procedures when borrowing electronic devices and/or other library materials. The library reserves the right to deny the use of electronic devices to any borrower who does not adhere to the Blake Memorial Library policies and procedures.
11. Each time the machine is shut down, all documents created by the user will be automatically deleted and cannot be restored. Patrons are responsible for saving their data on an external device and/or in their personal cloud storage before shutting down the computer, and the library will not be held responsible for any data that is lost in the process. The following checklist will help keep track of what you have taken out from the library and what you will need to return:

OUT		IN
_____	Dell Laptop	_____
_____	Dell Laptop Charger	_____
_____	Computer Case with Cross-strap	_____

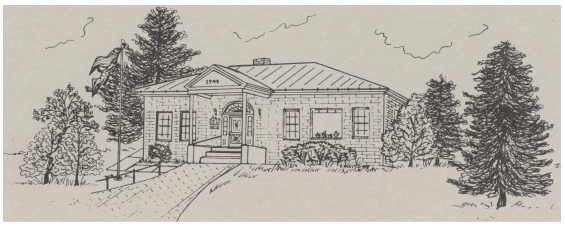
I agree to :

_____take care of the Laptop and safeguard it from damage or unauthorized use. *For questions regarding authorized use, please refer to the Blake Memorial Library Information Technology Policy*

_____be responsible for any damage to or loss of the Laptop, and any of its components or software while it is checked out to me.

_____return the Laptop and all its components to the Circulation Desk at the Library during open hours on or before its due date. Special circumstances requiring a change to this rule must be discussed with and approved by Library Director.

By signing below, I confirm that I have read and accept the terms of this agreement.



BLAKE MEMORIAL LIBRARY

676 Village Road, P.O. Box D
East Corinth, VT 05040
(802)439-5338, libdirector@blakememorial.org
www.blakememorial.org

Name: _____

Laptop Barcode: _____

Due Date: _____

Credit Card number: _____

Exp. Date: _____

Security Code: _____

*Full replacement charged at 7 days past due.

Signature: _____Date: _____

Staff Initials: _____

Approved by the Board: February 28, 2023