



Homewood Public Library District

17917 Dixie Highway, Homewood, IL 60430
708.798.0121 homewoodlibrary.org

Laptop User Agreement

Patrons who check out a Laptop for the first time must sign the following User Agreement.

The Agreement will be kept on file and allow for future use, contingent on patron's continued good standing and current identification.

I will immediately inspect the Laptop upon checking it out and agree that it is good condition. I will not tamper with hardware or existing software. I agree to protect this equipment from theft and/or damage.

I understand that the Library will investigate any loss of a Laptop or any missing components, and I will cooperate with such investigations. Reports will be filed with the Homewood Police Department as needed.

I agree to immediately inform the staff at the Homewood Public Library if this equipment is damaged, lost, stolen, or malfunctioning.

I agree to return the Laptop by the time due and personally give it to a staff member.

I understand that this Laptop is a 7 day loan and will incur fees of \$10 per day if returned late and that I may lose any additional privileges for lap top checkout if returned late.

I understand that I can't renew the lap top.

I understand that I must return the laptop no later than 30 minutes before closing. The Library closes at 9 p.m. Monday – Thursday, 5 p.m. Friday, Saturday, and Sunday. **IMPORTANT ***** The library is closed on Sundays Memorial Day Weekend through Labor Day weekend. So **SUNDAY HOURS ARE NOT AVAILABLE DURING THE MONTHS OF JUNE, JULY OR AUGUST. Therefore LAPTOPS MUST BE RETURNED before or on a due date, not AFTER.**

I agree to accept full financial responsibility (up to \$600) for failure to return the Laptop and accompanying equipment, and any damage incurred to the Laptop or related equipment through abuse, misuse, or operation contrary to any instructions supplied with the Laptop while it is in my care, or through neglect or by leaving it unattended.

I will not violate **ANY** of the policies specified in the **Homewood Public Library's Computer Internet Policy (attached)**.

I have read these policies and understand that violations may result in revocation of some or all of my Library privileges.

I understand that the Library is not responsible for damage to any disk or flash drive, or for any loss of data, damage, or liability that may occur from use of these devices or malfunctioning hardware or software.

Library Laptop privileges will be revoked if a borrower violates any part of this agreement. In addition, if a patron has a current balance of over \$10.00 or seriously delinquent materials, Laptop use may be prohibited.

I have read all of the statements listed above and I agree to abide by these terms and conditions of use.

Patron's Printed Name: _____ **Library card #** _____

Patron's Signature: _____

HPL Staff Name/Initials: _____ **Date:** _____