

**GLENDALE PUBLIC LIBRARY  
LAPTOP LOAN AGREEMENT  
(PREPARED OCTOBER 2009)**

**As a participant in the Glendale Public Library System laptop computer checkout program, I agree to abide by the following policies and procedures.**

1. I am at least 18 years old and have a current valid Glendale Public Library card, with no fines.
2. At the time of checkout, I must present my current Glendale Public Library card and my Arizona Driver's license or my State of Arizona Identification Card to staff at the Adult Information Desk. The address on my library card record must match the address on my Arizona Driver's License or State of Arizona Identification card.
3. I understand that the laptops available for check-out are for use in the Adult Department, only, and are not to be taken to other areas of the Library.
4. I understand that the laptops are available for checkout in the library on a first-come, first-served basis, for a loan period up to 4 hours, and may not be renewed.
5. I understand that while I have the laptop checked out, I am completely responsible for its safety and use. I am responsible for any damage or loss that results from accident, theft, misuse or neglect. I will not leave the laptop unattended and will use it in a responsible manner.
6. I will not attempt to download any programs or files onto the hard drive of the laptop nor will I change the system configuration. I am responsible for saving any work I wish to preserve to an external data storage device.
7. I will not install any software on the laptop.
8. I will not engage in any illegal activities (e.g., hacking, pirating, downloading illegal materials, etc.), or in any activities inconsistent with the **Glendale Public Library Acceptable Use of Electronic Information Systems Policy** found at:  
<http://www.glendaleaz.com/library?AcceptableUsePolicy.cfm>
9. When returning the laptop, I understand that I must return it to Adult Information Desk staff, powered on.
10. I will report immediately to the Adult Information Desk any loss or damage of the laptop. I will not attempt to troubleshoot problems with the laptop.
11. I agree to pay all costs associated with damage to this laptop computer or any associated peripheral equipment. I agree to pay replacement costs should the laptop be lost or stolen. I understand that the replacement cost for this laptop computer is \$1,200.00.
12. I agree that the Glendale Public Library shall not have any responsibility or liability for any claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on the laptop or accessories.
13. I understand that Library staff is not able to provide technical assistance.

I agree to all terms and conditions listed in the Glendale Public Library Laptop Loan Policy, and acknowledge that I will pay for all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement.

Full Name \_\_\_\_\_

Signed \_\_\_\_\_

Library Card Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Date/Time checked out \_\_\_\_\_ Time due \_\_\_\_\_

Library staff at check out \_\_\_\_\_ Library staff at check in \_\_\_\_\_

Computer # \_\_\_\_\_