

In-Library Laptop Loan Agreement

Revised September 16, 2025

DATE _____ BORROWER NAME _____

ADDRESS _____ PHONE # _____

AGE: Teen/Tween (10-18) Adult

1. TERMS

- Patrons may borrow a laptop for use *inside the library building* for up to five (5) hours in a 24-hour period.
- Adults must present a library card or ID to borrow a laptop.
- If the laptop is lost or damaged, the borrower agrees to pay the replacement cost of \$500.00.

2. BORROWER: Borrower clearly prints and signs below when borrowing laptop:

I, _____, agree to the above terms and have taken the

laptop on _____ (date) at _____ (time).

_____ (Signature)

LIBRARY CARD/ID VERIFIED (STAFF INITIAL) _____

3. LAPTOP RETURN

Staff member print and sign below when laptop is returned:

I, _____, certify that the laptop was returned in good

condition on _____ (date) at _____ (time).

_____ (Signature)