

Laptop Loan Policy:

1. To borrow a laptop from the Shrewsbury Public Library a patron must be a resident of Shrewsbury, age 18 or over, and have a library card in good standing, with home address confirmed.
2. Laptops may be borrowed from the Shrewsbury Public Library for up to 21 days. Only one laptop per user per month is permitted. Laptops are not eligible for renewals.
3. Overdue fines of \$5.00 per day accrue for laptops kept past their due date. Late fees will be capped at the full replacement cost of the laptop.
4. Only the patron who has checked out the device is authorized for its use. The patron shall not permit the use of the item checked out to him or her by any other person. If the patron allows others to use the device, the patron assumes all liability and responsibility for such use.
5. The patron agrees that the library is not responsible for any manufacturing defects affecting the quality, appearance, or functioning of the laptop.
6. The patron agrees to immediately discontinue use of the laptop, and to return the laptop to the library as per the return policy below, if the laptop becomes unsafe to use due to signs of any electrical or other potential problems.
7. A laptop must be returned to the library in the same condition, barring normal wear and tear, as it was in when lent to the patron.
8. Laptops **must** be returned directly to a Circulation or Library Staff member during the library's open hours of operation. Due to risk of damage, laptops may not be deposited in return bins, or returned via the automated book return system. Please call the circulation dept. (508-841-8609) to arrange a time to return the laptop.
9. The patron agrees to accept the library's assessment of the laptop's condition upon return of the device to the library and any subsequent assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of the item and associated objects in part or in total. This restitution amount may equal but not exceed the full replacement cost of the laptop, carrying case, and any other accompanying items.
10. The patron may not install, or load any applications or other items (i.e., eBooks, alternative web browsers, etc.) onto the laptop.
11. The patron agrees that the library is not responsible or liable in any way for any loss, harm, or damage to any entity, system, person, or organization incurred through the use

of the laptop by the patron, and that the library is not responsible for the loss of any files or user data saved on the laptop. Files or other items saved to the laptop will be erased upon the return of the device.

12. The patron must sign the "Laptop Policy- User Agreement" each time a laptop is checked out to them. By signing the "Laptop Policy- User Agreement", the patron is certifying that he or she is capable of using the device in a safe, legal, and appropriate manner.
13. The Library reserves the right to remotely disable any laptop that is more than 48 hours overdue, or that has been reported lost, without further notification to the patron.
14. The Library reserves the right to refuse the loan of any item at its own discretion.

Laptop Use Policy - User Agreement

*** My signature below indicates that I have read, understand, and agree to the terms described in the Laptop Use Policy:**

"I understand that I may be held liable for any costs associated with replacement or repair of the device or accompanying items (outlined below) if the device becomes damaged, lost or stolen while checked out to me."

Print Name: _____ Checkout Date: _____

Signature: _____ Due Date: _____

Library Card Number: _____

Item Bar Code: _____

Serial Number of laptop: _____

Initials of staff person processing this agreement: _____

Date returned, initials of staff person processing the return: _____

Notes: _____
