



Appendix D: Laptop Checkout Form for Alachua County Library District

LAPTOP CHECKOUT FORM

Laptops will not be loaned to patrons with incomplete or Internet-only library cards.

I understand that by borrowing a laptop computer from the Alachua County Library District that I am responsible for the computer and all accessories. I will reimburse the Library District for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to me.

I understand that laptop loans are for in-facility use only and cannot be removed from the building.

I agree that I will not alter any settings or configurations on the laptop.

I understand that the loan period for borrowing a laptop is _____. I also understand that laptops must be returned to library staff at least 30 minutes prior to library closing, even if this does not allow me to use the entire _____ loan period.

I understand that when the loan period has elapsed I must return the laptop to a staff member at the _____ desk. Until the laptop has been placed in the hands of a library staff member and checked in, it is my responsibility. Otherwise, my laptop privileges will be revoked and I may be barred from using library facilities.

I agree to provide a picture ID to be held by library staff until the laptop has been placed in the hands of a library staff member and checked in. At that time my picture ID will be returned.

I understand that the library will not be held responsible for any damage or loss of data or media due to any cause while using a library computer.

I understand that library wireless connections are not secure, and I will take appropriate caution with personal information while using library computers.

By signing this document, I verify I have read and understand the Laptop Loan agreement and the Laptop Loan policy of the Alachua County Library District.

Name _____

Library Card # _____

Please print

Signature _____

Date _____