Staff Use

Physical library card [ ]
Patron barcode: 212502000_____
Patron Account is under $20 [ ]
Patron photo ID [ ]
Patron is 18 or older [ ]

Laptop barcode: 312502000_____

Date _____
Checkout time_____ Checkin time_____

Staff Initials

In-house Laptop Patron Checkout Agreement

My signature below indicates that I am 18 years of age or older and have read Polk County Public Libraries' In-house Laptop Loaning Policy and In-house Laptop Patron Checkout Agreement and that I agree to abide by the conditions of use listed below when checking out a laptop.

I agree to the following:

- Failure to comply with any of the rules and guidelines will result in the loss of the privilege of borrowing a laptop.
- I accept full financial responsibility for the laptop while it is checked out to me and in my possession.
- I will not tamper with the laptop or its equipment.
- I will not take the laptop outside the library.
- I will not leave the laptop unattended and will be responsible for loss or theft of the laptop while it is checked out to me.
- I will return the laptop and all accessories directly to a staff member.
- I will pay all costs associated with damage to, loss of, or theft of the laptop while it is checked out to me. **Total replacement cost for a laptop is $1,100.**
- The Libraries may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the laptop.
- I acknowledge that failure to pay any amount owed on a laptop loan will be considered an outstanding debt to the Polk County Public Libraries and my library card account will be suspended.

Cardholder Name (Please Print)_____

Cardholder Signature_____ Date_____