

Hooksett Public Library Electronic Device Borrowing Agreement Laptop / Projector

Borrower must be 18 years old with a valid license and a Hooksett Library or GMILCS member library card in good standing. Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of the borrower's license and a copy of this signed contract to keep until the item is returned. A copy of the signed agreement will be provided to the borrower with the device.

*If borrower is utilizing the Hooksett Library's meeting room facilities, does not have a GMILCS or Hooksett library card and wishes to use the library's laptop or projector, they may do so at the Library Director's discretion. **The library will hold the borrower's license for the duration of the use of the library's equipment.** The license will be returned to the borrower upon return of the device in working order.*

Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of the borrower's license and a copy of this signed agreement to keep until the item is returned. A copy of the signed agreement will be provided to the borrower with the device.

I, _____, take full responsibility for the electronic device I am checking out. The replacement cost of the device (up to \$500.00) if the item is lost, stolen, or broken while in my care. I will pay the replacement fee (of up to \$500.00) if I fail to return the item at all, or in unusable condition (to be determined by the Library Director).

Device: _____

I agree that the device is in working order at the time I am checking it out. *User Initials* _____

I understand that the electronic device must be returned directly to a library staff member (inside the building). The device may not be returned in the outdoor or indoor drop boxes. If I return the device in a drop box, I will be charged a \$100.00 fee for unnecessary risk to the device.

User Signature: _____

Checkout Date: _____ Due Date: _____

- I understand this device is to be used only in the library; I may not take the device out of the library. The device must be returned before the library closes.
- Do not let anyone else borrow the device or allow children to play with the device
- Return all parts of the device, including the power cable and protective case. Any missing items may result in charges.

I understand and agree to these rules for use:

Signature: _____ Date: _____

Staff Use:

Checkout:

Staff Member Name: _____ Check Out Date: _____

- Device is functional/No damage
- Provided user copy of this signed and completed agreement
- Charger Cord is included
- Protective cover is installed
- Copy of user's license is attached to agreement
- Confirmed user contact information

Check in:

Staff Member Name: _____ Return Date: _____

- Device is functional/No damage
- Gave user copy of this completed agreement
- Charger Cord is included