

# **Borrowing a Laptop to Use in the Children's Room**

**To be completed by staff:**

Staff initials: \_\_\_\_\_ Today's date: \_\_\_\_\_

Current APL/LPL card on file? \_\_\_ yes \_\_\_ no

Driver's license (or state ID) # \_\_\_\_\_

Patron's full name (from license or ID) \_\_\_\_\_

Time now: \_\_\_\_\_ Time laptop is due: \_\_\_\_\_

Time laptop returned: \_\_\_\_\_

**Terms and conditions - to be read and signed by borrower:**

Do not take the laptop out of the Children's Room.

Return the laptop to the staff member at the desk when you are finished.

Return the laptop on time.

Do not leave the laptop unattended.

Do not lend the laptop to someone else.

Failure to abide by any of these conditions may result in the patron's loss of laptop borrowing privileges.

**I agree to pay all costs associated with damage to this laptop computer or its associated peripheral components or replacement costs should it be lost or stolen.**

**I understand that the replacement cost for this laptop will be no less than \$600, plus a non-refundable \$40 processing charge.**

**I have read and agree to the above terms and conditions:**

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Print Name

Signature