

Checkout Date: _____

Print Borrower's Name: _____

Due Date: _____

Account Number: _____

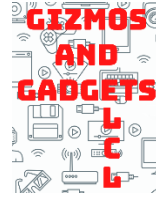
Return Date: _____

Laptop #: _____



East Lake Community Library Gizmos & Gadgets

Laptop Policy



General Policies

- Devices are only available to Pinellas County residents with a valid Pinellas Public library card with no delinquencies or unpaid fines.
- **Devices are only returned at the front desk of East Lake Community Library during regular business hours. Devices left in the book drop or at other libraries will be subject to a \$10 fine.**
- Devices must be returned properly disassembled, stored, and packaged just as they were when they were checked out.
- The library is not responsible for any losses or injuries accrued from device use, misuse, or malfunction. The library is not associated with any content created with the device or by the borrower.
- Check out period – 14 days. Devices are renewable once if there's no waitlist.
- Minimum Age – 16 years old.
- Maximum of two individual devices per borrower.
- Late fees: \$1.00/day
- **ELCL reserves the right to suspend or terminate borrowing privileges due to repeated late returns or damage/loss of items.**

Device-Specific Policies

- **Device Model: Dell Inspiron 15 2021 Laptop, Vic Tech Wireless Mouse, USB to USB-C adapter, 8GB USB drive, USB optical drive (DVD/CD), HDMI cable.**
- No one under 16 is allowed to use the laptop.
- Borrower acknowledges having the laptop near food, drink, or dirty fingers can result in damage to the laptop and replacement fees.
- The laptop is programmed to erase and roll back any changes made to it upon being restarted.
- **Borrowers must save their data ONLY to the "Saved Files" drive or else they will be erased when the laptop is shut down.**
- Water damage to the laptop will result in a replacement fee.
- Borrower acknowledges that failure to return the laptop can result in the library pursuing legal action.
- Before returning it to the library, borrower agrees to erase data from the "Saved Files" drive. Patrons can email their files to themselves, save them to their own cloud storage, or transfer them using the included USB drive.
- Laptop comes preinstalled with Google Chrome, MS Office (Word, Powerpoint, Excel, Publisher), and a suite of open source software.

Flip over for more

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- **Loss or damage to the laptop will result in a replacement fee of \$700.**
- Loss or damage to the mouse will result in a replacement fee of \$13.
- Loss or damage to the USB-C adapter will result in a replacement fee of \$9.
- Loss or damage to the optical drive will result in a replacement fee of \$25.
- Loss or damage to the laptop bag will result in a replacement fee of \$17.
- Loss or damage to any cable will result in a replacement fee of \$10 each.

I have read, understood, and agree to the Laptop Policy. I have received the Laptop and accessories in good working condition and agree to return it all in good working condition.

Current Phone Number: _____

Current Email Address: _____

Signature: _____ Date: _____