

STATE LIBRARY OF LOUISIANA LAPTOP CHECKOUT AGREEMENT

Administered by Terrebonne Parish Library System

Complete the information below:

Library Card # _____

Louisiana Driver's License/ID Number _____

In this agreement, "we", "us", and "our" means the State Library of Louisiana. The "property" is a laptop owned by the State Library of Louisiana with the following serial/asset tag numbers:

Place Serial Number/Asset Number Here

Terms: I will comply at all times with the STATE LIBRARY of LOUISIANA "Laptop Checkout Agreement", incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate my rights of possession effective immediately and the Library may repossess the property.

Title: Legal title to the property is in the Library and shall at all times remain in the Library. My right of possession and use is limited to and conditioned upon my full and complete compliance with this Agreement and the State Library of Louisiana Laptop Checkout Policy.

Loss or Damage: If the property is damaged, lost, or stolen, I am responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the Library by the next day after the occurrence.

Repossession: If I do not timely and fully comply with all terms of this Agreement and the State Library's Laptop Checkout Policy, including the timely return of the property, the Library shall be entitled to declare me in default and law enforcement will come to my place of residence, or other location of the property, to take possession of the property.

Term of Agreement: My right to use and possession of the property terminates not later than the last day of the checkout period unless earlier terminated by the Library.

Appropriation: My failure to timely return the property and the continued use of it without the Library's consent may be considered unlawful appropriation of the Library's property.

Please Complete:

Patron's Signature

Date

Print Name

Contact Number

Alternate Contact Number

Staff Use Only:

Laptop Due Date: _____

Driver's License Verified

Date Returned _____

Laptop Inventory:

(Note: If there is damage to the laptop or accessories, refer to the *Repairs or Maintenance Sheet*.)

	Laptop	AC Adapter and Power Cord	Laptop Bag	No Physical Damage	Laptop will Power On	Laptop Boots Into Windows	Verified By (Staff Name)
Checkout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STATE LIBRARY OF LOUISIANA LAPTOP CHECKOUT POLICY

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LAPTOP BORROWERS/USERS

- Must be over the age of 18.
- Must be cardholders of the Terrebonne Parish Library System.
- Must have a cardholder record in good standing (i.e., no overdue books, no outstanding fines).
- Must agree to the terms of checkout by signing a *State Library of Louisiana Laptop Checkout Agreement*.
- Must present a valid Library card and a valid driver's license or other valid identification card at the time of checkout.

CHECKOUT POLICY

- Laptop borrowers (hereafter 'borrowers') wishing to save files that they have created must save them to a disk, USB drive, etc. Any documents saved on the laptop **will be lost** when the laptop is shutdown.
- Borrowers bear the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage.
- Laptops shall not be put in the book drop or overnight drop box. They must be returned to a staff member who will check to make sure all items are returned intact.
- Laptops must be returned to the original library they were checked out from on the due date at least 30 minutes before closing.
- Requests cannot be placed on laptops; they are available on a first-come, first-served basis.
- Laptops will be checked out for a period of seven (7) days, only one (1) per household, and are not renewable.
- If laptops are lost, damaged, or stolen, borrowers are responsible for the replacement cost (\$1,000) of the laptop, incidentals (bag, AC adapter, etc., if applicable), plus any accrued overdue fines. If the laptop is not returned, it will be considered stolen and reported to the police.
- If a laptop bag is lost, a charge of \$45 will occur. If an AC Adapter/Power Cord is lost, a charge of \$75 will occur.
- Damage to laptop will be assessed a charge of \$25 per occurrence.
- If laptops are not returned on time, a fine of \$10 per day will be assessed.

REGULATIONS

- Borrowers must provide their own accessories (e.g., mouse, headphones, disk, and/or USB drive.) The use of the accessories must not require the installation of any software on the laptop.
- Laptops can connect to the internet utilizing wireless access points at home or anywhere free or paid wireless access is available.
- Users may not install any software on the laptops.
- Users may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.

RESPONSIBILITY

- **The library system is not responsible for any lost documents or consequences of such loss.**
- Use laptops at your own risk. The library system is not responsible for any identity theft, misuse of personal information, etc. as a result of laptop activity.
- Laptops may not be used for illegal purposes.
- If a laptop is not returned on time it will be declared stolen and local law enforcement will be notified.