

BRIDGMAN PUBLIC LIBRARY
Laptop Use Policy

By my signature below, I acknowledge that I have read and agreed to all of the following statements for checking out a laptop computer from Bridgman Public Library. When you sign for equipment, you acknowledge it is fully functioning. We recommend you inspect and test laptop and point out any problems to the library staff at the time of checkout. If you do not inspect equipment at the time of checkout, you are responsible for all missing or damaged parts upon return.

- I agree to accept full responsibility for the laptop and its peripherals while checked out to me.
- I am over 18 and my Bridgman Library card is current, fines are not over \$5.00.
- **I WILL NOT LEAVE THE LAPTOP UNATTENDED.**
- I will not tamper with the laptop hardware or software, or attempt to load software.
- I agree that the laptop is **only for use in the Library** for up to 1 hour or until closing, whichever comes first
- I will pay an overdue fine of **\$5.00/hour** if I fail to return this laptop to the Circulation Desk by the time it is due today.
- I accept full financial liability for the laptop while it is in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the laptop per the laptop policy (**up to \$500**) while it is checked out to me.
- I agree that the Bridgman Public Library may use any appropriate means to collect the amount owed for fines, damage, loss, or theft.
- I acknowledge that unpaid fines will be applied to my library account and will prevent future checkouts.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a laptop.

I have read and agree with all of the responsibility and liability statements.

Signature _____ Date ____/____/____

Name Printed _____ Barcode number _____

Staff signature _____