



Patron Last Name, First Initial _____

Effective Date: 8/10/2023

Library Board Approved: 7/19/2023

City Manager Approval: 8/7/2023

CITY OF LEWISVILLE LIBRARY LAPTOP LENDING AGREEMENT

TOPIC: LAPTOP LENDING

REFERENCE: LIBG-03-03-03

The undersigned (“Patron”) agrees to comply with the following terms and conditions when using the Library’s laptop computer including the software, power cords, mouse, and any other components (collectively “the Laptop”).

The Lewisville Public Library provides a collection of circulating Laptops for use inside the Library.

Lending Requirements:

- Patrons ages 13 and over must have a valid Lewisville full privilege library card for the previous three months, with no outstanding balance, to be eligible to borrow a Laptop.
- Temporary, Homebound and Student Library cards may not be used to borrow a Laptop.
- A Laptop may be checked out from the Library’s Information Desk.
- Patrons may check out one Laptop at a time.
- The Laptop loan period is for the remainder of that day, up to 30 minutes before closing or another designated time if reserved by the Library.
- Laptops are available on a first-come, first-served basis. Reservations are not permitted. Library programs receive first consideration in Laptop availability.
- Laptops may only be used inside the Library building and may not be taken out of the Library. Laptops may be used in any of the Library’s public areas, study rooms or meeting rooms. Laptops may not be taken into the restrooms.
- The Library stops lending Laptops one hour before closing.
- The Library may terminate the loan of a Laptop at any time, without notice to the Patron if a Library employee believes the Laptop has been left unattended by the Patron, used in violation of policies or this agreement, or used in a manner that is likely to damage the Laptop.
- The Library may refuse to loan a Laptop to any person who has damaged Library equipment in the past or used computer equipment in violation of City of Lewisville and/or Lewisville Public Library policies.

Returning a Laptop:

- Laptops must be returned to a staff member at the Information Desk no later than 30 minutes prior to closing on the check-out date. Do not return a Laptop through the book drops.
- The Patron must leave the power on when returning a Laptop so staff can check that the Laptop is functioning normally prior to checking-in the Laptop.

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Patron Responsibilities:

- The Patron is responsible for the Laptop including the hardware and software.
- The Laptop should not be left unattended in the Library.
- A Patron shall not change Laptop settings or configurations. Personal software may not be downloaded onto the Laptop.
- The Library is not responsible for any damage or loss of the Patron's data or media due to any cause. The Patron shall take appropriate caution with personal information while using the Laptop. Search history, saved files and other activity are deleted when Laptop is returned.
- Use of the Laptop is governed by this agreement, and the City of Lewisville and Lewisville Public Library public PC, Internet and wireless use policies. These policies are available on the Library's website.
- When borrowing a Laptop, the patron may choose to check out a power cord and/or computer mouse. The replacement cost of power cords or a computer mouse and a \$5.00 processing fee per item will be assessed in full if lost or damaged.

Failure to Return the Laptop:

- **IF A LAPTOP IS REMOVED FROM THE LIBRARY OR IS NOT RETURNED BY CLOSING TIME ON THE CHECK-OUT DATE BUT IS RETURNED TO THE LIBRARY WITHIN 24 HOURS OF THE CHECK-OUT TIME, A \$50.00 NON-REFUNDABLE FEE SHALL BE BILLED TO THE PATRON'S ACCOUNT.**
- **IF A LAPTOP IS STOLEN, DAMAGED, LOST OR IS NOT RETURNED ON THE CHECK-OUT DATE, THE REPLACEMENT COST OF THE LAPTOP AND A \$5.00 NON-REFUNDABLE PROCESSING FEE SHALL BE BILLED TO THE PATRON'S ACCOUNT.**
- **THE PATRON SHALL HAVE SEVEN (7) DAYS FROM THE CHECK-OUT DATE TO EITHER RETURN THE LAPTOP IN GOOD CONDITION, RESULTING IN THE REMOVAL OF THE REPLACEMENT COST FROM THE PATRON'S ACCOUNT OR PAY THE REPLACEMENT COST OF THE LAPTOP IN LIEU OF RETURNING THE LAPTOP. THE FAILURE TO DO SO IS A THEFT OF CITY-OWNED PROPERTY. ACCORDINGLY, THE MATTER WILL BE REPORTED TO THE LEWISVILLE POLICE DEPARTMENT.**

PATRON: I have read and agree to abide and be bound by the terms outlined above.

Signature: _____ Date: _____

Print Name: _____

Phone number: _____

Library Card Number: _____