1. **Borrowing Privileges:**
   - Library card holders from age 13 through adult with valid cards are eligible to borrow laptops.
   - You must present your library card and photo ID when borrowing a laptop.
   - Teen laptop borrowers’ information must be verbally verified, according to their patron record, in addition to showing a valid library card.
   - Adult laptop borrowers’ must present a valid photo ID and be verbally verified, according to their patron record, in addition to showing a valid library card.
   - Laptops may only be used inside the library.

2. **Loan Periods:**
   - The loan period for laptops is 2 hours. Laptops must be returned to the librarian by 15 minutes before closing, even if that means the loan period will be less than 2 hours.
   - Laptops may be renewed for an additional hour if no one is waiting.

3. **Returning Laptops:**
   - Laptops must be returned to a staff.
   - Customers must wait for the staff member to check the laptop for damage and check it in.

4. **Responsibility & Liability:**
   - The laptop is the property of the library, and patrons have no property rights or privacy rights regarding their usage of the Laptop.
   - Any and all files or data saved to the laptop during their usage can be viewed by Library staff and will normally be deleted upon return of the laptop.
   - You are solely responsible for the laptop while it is checked out to you.
   - Do not leave a laptop unattended at any time.
   - Please bring any problems to the attention of library staff immediately.
   - Parents and guardians are wholly responsible for any damages or fees incurred by their children.

5. **Fines & Fees:**
   - I will pay an overdue fine of $5.00 for every hour or portion of an hour that I do not return the laptop by the time it is due.
   - After 2 hours the laptop is considered lost or stolen.
   - The Pittsburgh Police Department will be notified and you will be billed for its replacement up to a maximum of $1,500.
I understand and agree to abide by the terms, conditions, responsibilities, and liabilities outlined above.

Name: _______________________________________________   Library Card #: ______________________

Signature: ____________________________________________   Date: ____________________________

Parent Name: _________________________________________   Photo ID #: ________________________

Signature: ____________________________________________   Date: ____________________________

STAFF USE ONLY

Staff name and initials: ________________________________________________________________

Parental Notification Postcard Sent Home – Date and Staff Initials: _________________________

Revised May 2013