

## Laptop Borrower Agreement

### 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.



Carnegie Library of Pittsburgh  
**Laptop Borrower Agreement**

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: \_\_\_\_\_

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**STAFF USE ONLY**

*Staff name and initials:* \_\_\_\_\_

*Parental Notification Postcard Sent Home – Date and Staff Initials:* \_\_\_\_\_