

Stamford Community Library
Laptop Lending Policy

Stamford Community Library lends laptop computers to members age 18 and older, to meet the educational, cultural, technological, and recreational needs of the community. Borrower must be currently in good standing with the SCL, with a confirmed home address and telephone number. By signing the *Laptop Loan Agreement*, you affirm that you understand and agree to the following terms:

- ***THE LOAN PERIOD IS FOR ONE WEEK ON A FIRST COME, FIRST SERVE BASIS. THE LAPTOP MAY BE RENEWED ONCE IF THERE IS NO WAITLIST. THIS RENEWAL MUST BE DONE IN PERSON.***
- ***THE LAPTOP IS CONSIDERED OVERDUE IF NOT RETURNED IN FULL. THIS INCLUDES THE LAPTOP, POWER CORD, AND CASE.***
- ***BORROWERS ARE FINANCIALLY RESPONSIBLE FOR ANY MISSING OR DAMAGED EQUIPMENT AT FULL REPLACEMENT COST.***
- ***LIBRARY EQUIPMENT SHALL NOT BE USED FOR ANY ILLEGAL ACTIVITY.***
- ***BORROWERS ARE RESPONSIBLE FOR CLEARING THE DEVICE OF ANY PERSONAL INFORMATION BEFORE RETURNING IT TO THE LIBRARY.***
- ***THE LIBRARY WILL NOT REIMBURSE BORROWERS FOR ANY PURCHASES MADE ON THE DEVICE.***
- ***DELIBERATELY ALTERING OR MODIFYING THE CONFIGURATION OF LIBRARY OWNED EQUIPMENT IS STRICTLY PROHIBITED.***
- ***STAFF WILL CHECK THE EQUIPMENT AND ACCESSORIES TO ENSURE PROPER WORKING ORDER WHEN YOU BORROW AND RETURN. ANY DAMAGE WILL BE NOTED, AND PATRON WILL BE CONTACTED.***

Stamford Community Library Laptop Loan Agreement

Name _____

Signature _____

Staff Signature _____

Today's Date _____ Due Date _____

STAFF USE ONLY - RETURN RECEIPT

RETURNED IN GOOD WORKING ORDER ON (DATE) _____

STAFF SIGNATURE _____

DESCRIBE ANY DAMAGE OR MISSING PARTS

