

User Agreement: In-House Laptop Checkout



LAPTOPS CHECKED OUT MAY NOT BE TAKEN OUT OF THE LIBRARY

This is a binding agreement, which can have significant financial consequences, patrons are advised to read it carefully before signing.

Library Card Number: _____

Name: _____

Phone number: _____

Email: _____

Requirements and information about laptop in-house use checkout:

1. The Computer Center employees will check out on library card. If no library card, employee will keep at least one of the following upon check out:
 - a. Car keys
 - b. Valid Driver's License or ID
 - c. Cell phone
2. Laptop borrowers wishing to save files that they have created must save them to a USB or on the internet in a product such as Google Docs.
 - a. A USB drive with 4 Gigs of storage is provided.
3. Laptop borrowers may borrow headphones from the Computer Center.
4. Laptops can connect to the internet utilizing the wireless access in the library.
5. The laptops are filtered; you must agree the library's code of conduct and internet policy when accessing the library's wireless.
6. Wireless printing is available in the Computer Center.

Patrons will be responsible for any loss or damage to this equipment.

PLEASE INITIAL AFTER EACH STATEMENT:	INITIALS
Borrowing Responsibilities:	
• Laptops check out for the day.	
• Laptops may not leave the library.	
• Laptop borrowers may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.	
• Laptops must be returned to the Computer Center.	

<ul style="list-style-type: none"> • Borrowers must return laptops in good condition: <ul style="list-style-type: none"> ○ All parts functioning – none missing ○ Clean ○ No spills 	
<ul style="list-style-type: none"> • Laptop borrowers bear the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage. 	
<ul style="list-style-type: none"> • Replacement costs for items lost, damaged or stolen: <ul style="list-style-type: none"> ▪ Laptop \$ 800 ▪ Case \$ 15 ▪ AC Adapter/Power Cord \$ 25 ▪ Battery \$ 50 	
<ul style="list-style-type: none"> • Laptops not returned by the end of the day, will be treated as a lost items and the borrower will be contacted. The cost of the item will be billed to your library card account. 	
<ul style="list-style-type: none"> • Save documents to USB or an online document storage service such as Google Docs or Dropbox. 	
<p>Usage Responsibilities:</p>	
<ul style="list-style-type: none"> • Use of the Laramie County Library System laptop for illegal purposes is expressly forbidden, in accordance with applicable legal status. 	
<ul style="list-style-type: none"> • Use of the laptop to access material that is obscene as defined under Wyoming law, child pornography as defined under federal or state law, and material that is “harmful to minors” is not allowed. 	
<ul style="list-style-type: none"> • Laramie County Library System is not responsible for any liability, damages or expenses resulting from use or misuse of a library laptop, connection of the laptop to other electronic devices, or data loss resulting from use of a library laptop. 	
<ul style="list-style-type: none"> • Laramie County Library System is not responsible for the breach or interception of confidential information resulting from the malicious activity of another internet user. 	
<ul style="list-style-type: none"> • The internet contains images and content that may be offensive or harmful to some. The Laramie County Library System is released from all liabilities associated with the viewing, use, or exposure to any images and content patrons may encounter while using this wireless connection. 	
<ul style="list-style-type: none"> • <i>Laramie County Library System is not responsible for the loss of any personal data, including all files, folders, and media. All documents or other data will be permanently removed once the laptop is returned to the library. The laptop will be reset to library settings.</i> 	

Laramie County Library System (LCLS) does not waive its Governmental/ Sovereign Immunity, as provided by any applicable law including Wyo. Stat. §§ 1-39-101 through 121 (2011), by entering into this Agreement. Further, LCLS fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.

By my signature below I affirm that I have read and understood the conditions of this agreement, that I am 18 years of age or over and accept the obligations required by this agreement.

Name printed

Signature

Date