

# User Agreement: Laptop Checkout



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 checkout:

1. Laptop borrowers wishing to save files that they have created must save them to a USB or to an online document storage service such as Google Docs or Dropbox.
  - a. A USB drive, with 4 gigabytes of storage is provided.
2. ONLY ONE laptop per library card per family may be checked out at any one time.
3. Laptop borrowers must provide their own accessories (e.g., headphones).
4. Laptops can connect to the internet utilizing wireless access points at home, in the library, or anywhere free or paid wireless access is available.
5. If you do not have internet access at home, you may also checkout a hotspot.
6. There is no filtering on the laptops, each user is responsible for the content they view.
7. Printing is available through the library through <https://lclsonline.org/curbside-document-printing-form/> as well as wireless printing within the library.

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

PLEASE INITIAL AFTER EACH STATEMENT:	INITIALS
<b>Borrowing Responsibilities:</b>	
• Laptops will be checked out for a period of seven (7) days.	
• Laptops may not be renewed and should be returned on the date due so they are available for other patrons.	
• Laptop borrowers may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.	
• Laptops and hotspots may not be returned at the any of the indoor or outdoor item returns. Laptops and hotspots must be returned to a library employee inside the building at the desk from where they were checked out.	
• Borrowers must return laptops and hotspots in good condition:	

○ All parts functioning – none missing	
○ Clean	
○ No spills	
• Laptop borrowers bear the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage.	
• Replacement costs for items lost, damaged or stolen:	
▪ Laptop \$ 800	
▪ Hotspot \$ 200	
▪ Case \$ 15	
▪ AC Adapter/Power Cord \$ 25	
▪ Battery \$ 50	
▪ Note: if the damage is repairable, the charge will equal the cost of repair.	
• Laptops not returned 5 days after the due date 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.	
• Save documents to USB or an online document storage service such as Google Docs or Dropbox.	
<b>Usage Responsibilities:</b>	
• Use of the Laramie County Library System laptop for illegal purposes is expressly forbidden, in accordance with applicable legal status.	
• 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.	
• 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.	
• <b><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 laptop is returned to the library. The laptop will be reset to library settings.</i></b>	
• Laramie County Library System is not responsible for the breach or interception of confidential information resulting from the malicious activity of another internet user.	
• 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.	

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