



**OAKCREEK**  
— WISCONSIN —

**PUBLIC LIBRARY**

# Laptop Agreement Form

In order to use a laptop, I agree/understand (initial all items):

\_\_\_\_\_ That my Milwaukee County library card record must be currently valid, have the current address on file, and have less than \$5.01 in fines.

\_\_\_\_\_ To follow the library's computer policies as stated at: <https://oakcreeklibrary.org/computers-technology>

\_\_\_\_\_ That laptops are available on a first come, first served basis for an all-day loan, and may not be reserved.

\_\_\_\_\_ That laptops **may not** be removed from the library, taken into the restroom, used in the Civic Center lobby, or left unattended under any circumstances. I understand that if the laptop is left unattended or removed from the library that this could result in the loss of laptop and/or library privileges.

\_\_\_\_\_ That during the duration the laptop is checked out to me, I am responsible for its safety and for any damage or loss that may result from accident, theft, misuse or neglect.

\_\_\_\_\_ That I will return the laptop only to library staff and immediately report any loss or damage. Laptops **must be** returned to library staff 1/2 hour (30 minutes) before the library closes.

\_\_\_\_\_ That if the laptop/peripherals (power cord and mouse) are not returned to library staff by the end of the day, the full replacement cost of \$500.00 (laptop) and/or \$20.00 (power cord and mouse) will be assessed to my library card.

\_\_\_\_\_ To pay all costs associated with the laptop or any associated equipment if lost, damaged, or stolen.

By signing, I agree that I am legally bound to adhere to all parts of this agreement:

Name (Print): \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**NOTE: THIS FORM MUST BE SIGNED AT THE SECOND FLOOR INFORMATION DESK. Print this page & hand it in.**

STAFF USE ONLY:	
Form received date and initials:	
Patron record updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No, reason:
F2 message entered?	<input type="checkbox"/> Yes <input type="checkbox"/> No, reason: