



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 \$10.01 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 note entered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No, reason: