

**County of Henrico Public Library
Laptop Checkout Agreement**

I understand that by borrowing a laptop computer from the County of Henrico Public Library (CHPL) that I am responsible for the computer and all accessories. I will reimburse CHPL for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to me.

I understand that laptop loans are for in-facility use only, and cannot be removed from the library.

I agree that I will not alter any settings or configurations on the laptop.

I understand that the loan period for borrowing a laptop is a maximum of 2 hours in any 24-hour period. I also understand that laptops must be returned to the circulation desk by library closing, even if this does not allow me to use the laptop for the entire 2-hour loan period.

I understand that when the loan period has elapsed I must return the laptop to a staff member at the circulation desk. Until the laptop has been placed in the hands of a library staff member and checked in, it is my responsibility.

I will pay an overdue fine of \$10.00 for every hour or portion thereof that I do not return the laptop to library staff by the time it is due.

I understand that the library will not be held responsible for any damage or loss of data or media due to any cause while using a library computer.

I understand that Library wireless connections are not secure, and I will take appropriate caution with personal information while using library computers.

By signing this document, I verify I have read and understand and agree to be bound by the terms of the Laptop Checkout Agreement and the Laptop Checkout Policy and Procedure of the County of Henrico Public Library.

Name _____ Library Card # _____
Please print

Signature _____ Date _____

CHPL Staff: Please note any damage or missing items below:

Patron Initials: _____