



Corona Public Library Teen Laptop Borrower Agreement

*As a participant in Corona Public Library's laptop program,
We (parent/guardian/child) agree to abide by the following policies and procedures:*

1. Teen Laptop checkout is limited to library cardholders in 7th through 12 grades.
2. I understand that my parent/guardian must sign the Teen Laptop Borrower Agreement before I am allowed to check out any laptops.
3. I understand that I must have a Corona Public Library card in good standing to check out a laptop. A photo ID must be presented upon check out. No more than 2 people may use the same laptop at any one time.
4. I understand that I am expected to abide by the same Internet Use Policy used for the PC workstations.
5. I understand that the laptops are for use within the Corona Public Library in conjunction with library's wireless network. Laptops are not to be removed from the Library building.
6. I understand that laptops are available for checkout on a first come, first served basis for a loan period of 2 hours and may be renewed depending on availability. Patrons may renew the laptops themselves using the library catalog. I understand that laptops must be returned to the check out desk 15 minutes before the library closes even if that means the loan period is less than the standard 2 hours.
7. Laptops not returned on time will be assessed a \$5 overdue charge for every hour overdue. The patron will have a 15 minute grace period before charges begin to accrue. Any laptop not returned by designated time will be considered lost and the replacement cost will be assessed.
8. Holds may be placed on laptops. A one dollar (\$1) charge will be assessed for each hold.
9. I will not consume food or drink in the immediate vicinity of the laptop.
10. I will not attempt to download any programs or files onto the hard drive of the laptop nor will I change the system configuration. I am responsible for saving to a flash drive, printing, or emailing any work I wish to preserve. I agree to all costs related to printing documents from this laptop.
11. When returning the laptop, I understand that I should return it to the library Check Out desk, **powered on**.
12. I will report immediately any loss or damage of laptops to the Check Out Desk. I will not attempt to troubleshoot problems with the laptop.
13. **I understand that I am completely responsible for the laptop's safety and use. I agree to pay all costs associated with damage to the laptop or any associated peripheral equipment; I agree to pay replacement costs should the laptop be lost or stolen. I understand that replacement costs are as follows:**

Laptop: \$1,100	Battery: \$180	A/C Adaptor: \$60	Mouse: \$19
Hard Drive: \$70	Bar Code: \$2.50	Skin: \$35	

Initial: Parent/Guardian
Child
14. The library reserves the right to update this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy. Violation of the Laptop Policy may result in the following consequences:
First offense: Termination of session and loss of laptop privileges for one day.
Second offense: Denial of laptop privileges for one month.
Third offense: Potential denial of all laptop privileges.

Parent/Guardian Signature: _____ **Date:** _____

Child's Signature: _____ **Date:** _____