**Device Checkout Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Device Type/ Number (ex. IPAD 74, Laptop 10) \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Customer Presented valid picture ID and Library Card. Name on

 Picture ID matches Library Card account.

\_\_\_\_\_\_\_\_ Scan image of valid picture ID into computer.

\_\_\_\_\_\_\_\_Checkout Device in the Library Circulation System.

\_\_\_\_\_\_\_\_Customer has been informed of Due Date.

\_\_\_\_\_\_\_\_Have the customer sign receipt of agreement to terms below:

**Borrowing agreement:** I am a Pueblo County resident, 18 years of age or older, hold a valid

PCCLD Card in good standing, and present a valid picture ID. I understand that the Pueblo City-County Library District will retain an image/copy of my valid picture ID. I shall comply with all state and federal laws concerning use of the Internet and all library policies concerning the use of borrowed materials and equipment. I have sufficient knowledge to operate the device. I understand I am responsible for the return of the device to designated library staff when it is due. I understand I must return the device at least one hour before the library closes, regardless of remaining loan time. I have read and I understand the terms of the device's loan period, late fees, and replacement costs. I understand that if I do not return the device, I will be responsible for the full replacement cost even if the device is stolen from me. I also understand that if I fail to return the device, I can be held criminally responsible for theft following Colorado Statute 24-90-117. I understand that I am responsible for this borrowed device, its safety, and its timely return.

**By checking out this device I agree to all terms and fees outlined on the Device Borrowing Terms (see reverse side). I understand that I am fully responsible for this device including any damage or theft that may occur while it is checked out to me.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrower Signature Printed Name Date

Transaction Completed by:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pueblo City-County Library District**

**Device Borrowing Terms**

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**Laptop Same-Day**

**Loan Period**

**Fines**

**Replacement Cost**

**Notes**

**Laptop 7-Day**

**Loan period**

**Fines**

**Replacement Cost**

**Notes**

**iPad**

**Loan Period**

**Fines**

**Replacement Cost**

**Notes**

Same-day loan, no renewal, no holds.

$20/day overdue; $10 fee for non-return to staff at borrowing location. $800 total: device-$715; case-$30; battery-$30; power cord -$25.

Device will automatically disable at end of session. Not able to print from device.

Customer must save work to removable storage (flash drive or DVD). Any information added to the device may be lost after the device is rebooted or powered off.

7-day loan, no renewal, can be placed on hold.

$20/day overdue; $10 fee for non-return to staff at borrowing location. $800 total: device-$715; case-$30; battery-$30; power cord -$25.

Device will automatically disable at end of session. Not able to print from device.

Customer must save work to removable storage (flash drive or DVD). Any information added to the device may be lost after the device is rebooted or powered off.

7-day loan, no renewal, can be placed on hold.

$20/day overdue; $10 fee for non-return to staff at borrowing location $676 total: device-$635; case-$21; power cord/adapter -$20.

Device will automatically disable at the end of session and delete all customer information. Not able to print from device.