

Pueblo City-County Library District Laptop Checkout Form and Borrowing Terms

Date: _____ Laptop Type/Number (ex. Laptop 10) _____

_____ Customer provided a Library Card for a RESADULT account that is in good standing

_____ Customer is at least 18 years old

_____ Verbally verified phone number and address, update accordingly

_____ Customer presented a valid picture ID (In-State Driver's License, In-State ID, Military ID)

_____ Scanned image of valid Picture ID

_____ Checked-out Laptop in the Library Circulation System

_____ Informed Customer of the Due Date

_____ Customer has read and signed agreement to the terms below.

(This agreement has been updated as of July 1, 2016; please read it in its entirety)

BORROWING AGREEMENT: I am a Pueblo County resident, 18 years of age or older, hold a valid PCCLD Library 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 agree to 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 laptop I am borrowing. I understand that I am responsible for the return of the laptop to designated library staff when it is due. I understand that when the loan period expires, I do not have the right to extend the loan period and my authorization to use the laptop ends. I understand that I must return the laptop at least one hour before the library closes regardless of the remaining loan time.

I have read and I understand the terms of the laptop's loan period, late fees, and replacement costs. I understand that if I do not return the laptop, I will be responsible for the full replacement cost even if the laptop is stolen from me. I also understand that if I fail to return the laptop, I can be held criminally responsible for theft under Colorado Statute 24-90-117 and the Code of Ordinances for the City of Pueblo, Section 11-1-407. I understand that when my loan period expires, my authorization to use the laptop ends and any further use of the laptop by me will be considered to be with the intent to permanently deprive PCCLD of the use of the laptop.

I agree to be responsible for this borrowed laptop, its safety and its timely return.

Borrower Signature

Printed Name

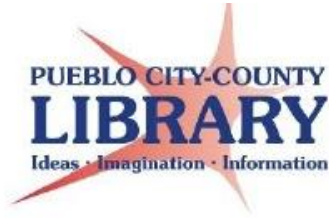
Date

Transaction Completed by:

Employee Signature: _____

Pueblo City-County Library District

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Laptop Same-Day Loan Period	Same-day loan, no renewal, no holds.
Fines	\$20/day overdue; \$10 fee for non-return to staff at borrowing location.
Replacement Cost	\$800 total: device-\$715; case-\$30; battery-\$30; power cord - \$25.
Notes	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.
Laptop 7-Day Loan Period	7-day loan, no renewal, can be placed on hold.
Fines	\$20/day overdue; \$10 fee for non-return to staff at borrowing location.
Replacement Cost	\$800 total: device-\$715; case-\$30; battery-\$30; power cord -\$25.
Notes	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.