

Staff Member _____

Laptop Checkout # 1 2 3 4 5 6

PTC Laptop Checkout Form

I understand that laptops will not be loaned to customers less than 18 years of age.

I understand that by borrowing a laptop computer from the Peachtree City Library that I am responsible for the computer and all accessories. I will reimburse the Library for any damages if the laptop or any installed software is damaged, lost, stolen, or compromised while checked out to me. I will also reimburse the Library for shipping and handling charges when a damaged laptop is returned for repair.

I understand that laptop loans are for **in-library use only** and cannot be removed from the interior of the building.

I agree to abide by all library policies including Internet Safety Policy.

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

I understand that laptops must be returned to the library staff at least 10 minutes prior to library closing.

I understand that when the laptop session has ended, I will immediately return the laptop to a library staff member at the Help Desk. I understand that until the laptop has been placed *in the hands* of a library staff member and checked in, it is my responsibility.

I agree to provide a picture ID in the form of a valid government issued photo ID to be held by library staff until the laptop has been placed in the hands of a library staff member and checked in. At that time my picture ID will be returned.

I understand that I must present a valid PINES library card and that all the information associated with the library card is current, correct and up to date.

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 network connections, both wired and wireless, are not secure, and I will take appropriate caution with personal information while using library computers.

I understand that the library's network connections are filtered and I will not make any attempt to circumvent or turn off Internet filtering.

Items Loaned: ___ Laptop ___ AC Adapter ___ Other _____

By signing this document, I verify that I have read and understand the Laptop Loan agreement and the Laptop Loan policy of the Peachtree City Library.

Name (Print) _____

Signature: _____

Library Card # _____

Date _____ Time _____

PTC Loaner Laptop Check in Form (STAFF USE ONLY)

Date: _____ Time: _____

Staff Name: _____

Please check one:

- _____ LIBLAPTOP01—HP ProBook 430 G5 S/N# 5CD7448LVO
 - _____ LIBLAPTOP02—HP ProBook 430 G5 S/N# 5CD7448LVJ
 - _____ LIBLAPTOP03—HP ProBook 430 G5 S/N# 5CD7448LV8
 - _____ LIBLAPTOP04—HP ProBook 430 G5 S/N# 5CD7448LVG
 - _____ LIBLAPTOP05—HP ProBook 430 G5 S/N# 5CD7448LVM
 - _____ LIBLAPTOP06—HP ProBook 430 G5 S/N# 5CD7448LTG
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Please check:

Components

_____ ***AC Adapter***

_____ ***Keyboard (missing keys, sticky)***

_____ ***Check media slot and ports (no damage and nothing left behind)***

_____ ***Check screen for possible damage***

_____ ***Reservation screen is working properly***

_____ ***Mouse (if applicable)***

Comments: _____

