

CTPL LAPTOP CHECKOUT POLICY AND USER AGREEMENT

The library is pleased to provide Lenovo laptops to patrons for checkout. To checkout a laptop, the ***patron must be a library card holder in good standing and over 18 years of age.***

Only 1 laptop may be checked out per patron at one time.

The fine print:

1. Patrons are financially responsible for the laptop in their possession. When patrons sign for equipment they acknowledge that it is fully functioning, undamaged, and that all parts are included. If a patron does not inspect equipment at time of checkout they are responsible for all missing or damaged parts upon return.
2. Patrons are expected to return laptops directly to a library staff member in the same condition in which it was received immediately following their checkout. Staff will inspect the laptop carefully and call to your attention any suspected damage or missing parts. You must be present when equipment is returned.
3. Do not attempt repairs, adjustments or alterations of any kind, including operating system or security settings.
4. Internet content filtering IS provided. Do not attempt to disable filtering.
5. Laptops must be kept in a temperature-controlled environment at all times. Do NOT leave in a car.
6. It is the responsibility of the patron to bring to the attention of staff any loss or possible damage to equipment that happens during the course of your equipment checkout period.
7. Only the library will make purchases of replacement equipment or parts.
8. If laptop is lost or damaged beyond repair patron will be responsible for replacement fees based on the current fair market value.
9. Laptops may be checked out for 7 days. Laptops may be renewed for 1 additional week if there are no reserves for the device.
10. Overdue laptops will be deactivated within 24 hours of due date.

CTPL LAPTOP AGREEMENT

My signature below indicates that I have read the Laptop Checkout Policy and User Agreement, and that I agree to abide by these conditions of use when checking out the laptop from the Clinton Township Public Library.

- I will not tamper with the laptop, accessories, and digital material, attempt to load additional digital material (applications or software), remove library

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labels or markings, or attach any equipment not designed for use with the laptop.

- I accept full financial liability for the laptop and accessories while in my possession and agree to return the laptop to a staff person when my loan period is over.
- I agree to pay all costs associated with damage to, loss of, or theft of the laptop while it is on loan to me (fine based on the current fair market value).
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing laptops.

CTPL HOTSPOT CHECKOUT POLICY AND USER AGREEMENT

The library is pleased to provide HotSpots to patrons for checkout. To checkout a HotSpot, the ***patron must be a library card holder in good standing and over 18 years of age.***

Only 1 HotSpot may be checked out per patron at one time.

The fine print:

1. Patrons are financially responsible for the device in their possession. When patrons sign for equipment they acknowledge that it is fully functioning, undamaged, and that all parts are included. If a patron does not inspect equipment at time of checkout they are responsible for all missing or damaged parts upon return.
2. Patrons are expected to return HotSpots directly to a library staff member in the same condition in which it was received immediately following their checkout. Staff will inspect the device carefully and call to your attention any suspected damage or missing parts. You must be present when equipment is returned.
3. Do not attempt repairs, adjustments or alterations of any kind, including operating system or security settings.
4. Internet content filtering IS provided. Do not attempt to disable filtering.
5. HotSpots must be kept in a temperature-controlled environment at all times. Do NOT leave in a car.
6. It is the responsibility of the patron to bring to the attention of staff any loss or possible damage to equipment that happens during the course of your equipment checkout period.
7. Only the library will make purchases of replacement equipment or parts.
8. If device is lost or damaged beyond repair patron will be responsible for replacement fees based on the current fair market value.
9. HotSpots may be checked out for 7 days. HotSpots may be renewed for 1 additional week if there are no reserves for the device.
10. Overdue HotSpots will be deactivated within 24 hours of due date.

CTPL HOTSPOT AGREEMENT

My signature below indicates that I agree to abide by the following conditions of use when checking out the HotSpot from the Clinton Township Public Library.

- I will not tamper with the HotSpot, accessories, and digital material, attempt to load additional digital material (applications or software), remove library labels or markings, or attach any equipment not designed for use with the HotSpot.
- I accept full financial liability for the HotSpot and accessories while in my possession and agree to return the HotSpot to a staff person when my loan period is over.
- I agree to pay all costs associated with damage to, loss of, or theft of the HotSpot while it is on loan to me (fine based on the current fair market value).
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing HotSpots.

CTPL Game System Agreement

My signature below indicates that I have read the Xbox Checkout Policy and User Agreement, and that I agree to abide by these conditions of use when I, or my minor child, checks out a game system from the Clinton Township Public Library.

- I/my child will not tamper with the game system, accessories, and digital material, attempt to load additional digital material (applications or software), remove library labels or markings, or attach any equipment not designed for use with the equipment.
- I accept full financial liability for the game system and accessories while in my/my child's possession and agree to return the equipment to a staff person when my loan period is over.
- I agree to pay all costs associated with damage to, loss of, or theft of the equipment while it is on loan to me/my child.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing library equipment.
- I acknowledge that the library staff will not be acting *in loco parentis*, will not monitor the games played by minors or guarantee they are age appropriate.

Printed Name: _____

Address & Email/Phone: _____

Signature: _____

Staff Use Only

Library Card #: _____ Date: _____

Laptop # _____ Staff Initials: _____

CTPL Xbox Policy and User Agreement

The library is pleased to provide game systems to patrons for *in-library use*.

To check out the game system, the ***patron must be a library card holder in good standing and over 18 years of age OR have a User Agreement signed by a parent or guardian on file.***

Only 1 game system may be checked out per patron at one time.

The fine print:

1. Patrons or parents/guardians are financially responsible for the equipment in their possession. When patrons sign for equipment they acknowledge that it is fully functioning, undamaged, and that all parts are included. If a patron does not inspect equipment at time of checkout they are responsible for all missing or damaged parts upon return.
2. Patrons are expected to return equipment directly to a library staff member in the same condition in which it was received immediately following their checkout. Staff will inspect the equipment and call to your attention any suspected damage or missing parts. The patron must be present when equipment is returned.
3. Do not attempt repairs, adjustments or alterations of any kind, including operating system or security settings.
4. It is the responsibility of the patron to bring to the attention of staff any loss or possible damage to equipment that happens during the course of your equipment checkout period.
5. Only the library will make purchases of replacement equipment or parts.
6. If equipment is lost or damaged beyond repair patron will be responsible for replacement fees as follows: Xbox Game system \$325; wireless controller \$60; power or HDMI cord \$25; Xbox games \$50 each
7. Game systems may be checked out for 2-hour time slots. If there are no patrons waiting to use the system, it may be renewed once.