

## IN-HOUSE LAPTOP USER AGREEMENT

Expires:

Name:

Parent/ Guardian's Name:

Address:

Library Card No:

Email:

Telephone (home):

(work):

I have received and read JMRL'S LAPTOP IN-HOUSE LAPTOP USE PROCEDURE. I agree to comply with its provisions, and specifically agree that:

- A valid JMRL library card in good standing is required to use JMRL Laptop Computers and peripheral equipment. **Computer use only cards are not able to check out laptops.**
- Compliance with copyright laws in the use of Library equipment is the responsibility of the user.
- All equipment users must sign JMRL's In-House Laptop Use Form. Card-holders under the age of 16 must have the form signed by a legal guardian.
- Card-holders or their legal guardians will be held financially responsible for the costs of replacement of any damaged or lost equipment at the cost of \$300.
- Guardians must appear in person with the cardholder to sign this document and pick up the Laptop.
- Laptops must not be left unattended **at any time. Laptops damaged or stolen while unattended will be charged to the cardholder.**
- All information on computers will be deleted upon shut down or closure of internet browser. Card-holders agree not to hold JMRL responsible for lost work.
- Equipment and all peripheral materials (cords, adapters, etc) checked out to the user must be returned in the condition in which they were checked out on the same day on which they were checked out.
- Laptops and peripheral equipment may not leave the interior of the branch where they were checked out.
- The laptops can be checked out during library open hours and **must be returned 15 minutes before closing.**
- Card-holders agree not to use laptops to take audio or video footage of any individuals without their explicit permission.
- Card-holders agree not to hold JMRL liable or responsible for any personal injury occurring while using library equipment.

Date:

Signature: \_\_\_\_\_  
(Guardian's signature if the user is under the age of 17)

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### For Library Use Only

Approved: Yes  No

Library Representative:

If not approved, state reason(s):