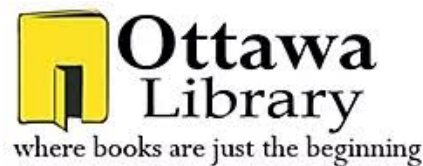


Community Laptop Checkout Agreement



Borrower:

Library Card #:

Phone #:

Date Borrowed:

Date Due:

Issuing Staff:

Device ID:

PLACE PHOTO ID HERE

The above borrower acknowledges and/or agrees to the following:

_____ I have read and agree to Ottawa Library's Mobile Device & Technology Use Policy

_____ I am responsible for keeping the equipment safe and in working condition.

_____ I will not damage or deface the property. This could result in fees to cover the cost of repairs or replacement depending on the severity of the damage or defacing.

_____ I will return the laptop, the charging cable, and carrying case in clean, working condition on or before the agreed upon due date listed above.

_____ If the laptop and/or any accompanying items are lost, stolen, or damaged while in my possession, I am responsible for the replacement or repair thereof. I further agree to indemnify the Ottawa Library against any claim occurring during or resulting from my possession or use of the Ottawa Library property. This includes but, but is not limited to, any claim for infringement or violation of applicable trademarks and copyrights attributable to my use of the Ottawa Library property.

_____ I acknowledge that Ottawa Library is not responsible for any computer or electronic viruses that may be transferred to or from data storage mediums. I also agree to use my best efforts to assure Ottawa Library's property is not damaged or rendered inoperable by any such electronic virus while in my possession.

_____ I will not remove or alter the laptop label or inventory ID number.

_____ I will not attempt to make any repairs to the device. Any damage, left, or loss of device equipment will be reported to the Ottawa Library at the earliest convenience.

By signing below, the Borrower acknowledges and agrees to the terms of use as spelled out in the Ottawa Library Mobile Device & Technology Use Policy and this Community Laptop Checkout Agreement form. Additionally, they agree to protect and safeguard the device and to return the same in good condition and repair.

Borrower's Signature:
