**Theodore Austin Cutler Memorial Library**

**Lending Guidelines**

**CARES Laptops**

**Guidelines for Borrowing and Use**

* Borrowers must be 18 years or older and have an active T.A. Cutler Memorial Library account in good standing.
* ***A valid Government issued ID with picture and current address must be presented at checkout along with a library card. The address on the ID and in the library records must match.***
* Borrowers must understand and sign the accompanying agreement in the presence of library staff before a Laptop can be checked out. Once signed, the agreement is kept on file for future checkouts.
* Laptops must be returned to a staff member at the T.A. Cutler Memorial Library circulation counter at least 5-minutes before the library closes.
* Laptops are for in-library use only. Removal of a Laptop from the Library building will be considered theft.
* Laptops must not be left unattended at any time.

**Checkout Limits**

* Laptops are available on a first come, first served basis. They may not be reserved.
* Laptops circulate for a limited time period. As of 01/19/2021, this is 1 hour with no extension.
* A patron may have only one device checked out at a time.
* Patrons are limited to one laptop checkout per day.

**Fines and Liability**

* The Borrower is solely responsible for the Laptop from the time they check it out until returned to a staff member.
* The Borrower is financially liable for the loss of or damage to the Laptop. Do not leave the Laptop unattended at any time.
* The Borrower is advised upon returning the Laptop to wait until the condition of the Laptop is verified by a library staff member before leaving.
* The Borrower will be assessed a $5 fee if the Laptop is left unattended or not returned to the circulation desk.

**Care and Operation**

* The Laptop may only be used and operated in compliance with T.A. Cutler Memorial Library policies and manufacturer’s guidelines.
* The Borrower shall not make any modifications or alterations to the Laptop. If the Borrower experiences technical difficulties, return the device to the circulation counter and request assistance. Do not attempt to troubleshoot or repair the device.
* Do not download or install additional software to the Laptop.
* Do not use the Laptop in a manner that will result in overheating: do not set it on upholstered surfaces; do not position it so the vents are obstructed, etc.
* Any files saved to the Laptop will be lost upon rebooting. The Borrower is advised to save their files to an external device, not the hard drive. The library is not responsible for lost files.

**Disclaimer**

* The T.A. Cutler Memorial Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.
* The T.A. Cutler Memorial Library is not responsible for loss of data while using this equipment.
* Laptop users are encouraged to practice safe Internet practices.
* The Library is not responsible for any computer viruses or other malware that the Borrower may transfer to a peripheral device they connect to the Laptop, including tablets, phones or flash drives. The Borrower accepts all risks associated with the use of the Laptop.
* Tampering with library equipment, including bypassing security functions, is prohibited.
* The Borrower must abide by the T.A. Cutler Memorial Library Internet Policy (available upon request) and all State and federal laws (including, but not limited to, laws regarding pornography and hacking) when using the Laptop.
* The Borrower is responsible for removing or confirming removal of any personally identifying information, files, or downloads from the device before returning the device to a staff member.

**Theodore Austin Cutler Memorial Library**

**Laptop User Agreement**

**Borrower agrees:**

* To abide by the Theodore Austin Cutler Memorial Library lending guidelines.
* To not leave the Laptop unattended.
* To pay all fees to repair or replace the device if it is lost, stolen, or damaged while checked out to the Borrower.
* To return the Laptop promptly to a staff member at the circulation counter at the end of the check-out period or when finished with the device, whichever occurs first.
* Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor. Borrower acknowledges that leaving the library with the Laptop constitutes theft. ***Initial here****.\_\_\_\_\_\_\_\_*

In being permitted to borrow the Laptop I hereby voluntarily waive, release, and discharge and covenant not to sue the Theodore Austin Cutler Memorial Library, its respective successors, assignees, officers, agents, employees, and volunteers (hereafter referred to as “Releasees”) from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Laptop, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Laptop.

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, “Release”), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns.

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Print Name Signature Library Card #

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Phone Date

This agreement will be kept on file at the Theodore Austin Cutler Memorial Library.

The above borrower will be able to check out laptops without completing another agreement so long as they remain in good standing with the Library.

Staff Initials: \_\_\_\_\_\_\_