CHECKING OUT A LAPTOP
• Customer must present a valid Houston Public Library card
  o no fines
  o no blocks for any reason
  o is at least 30 days old
• Staff will hold photo I.D. until laptop is returned.
• Laptop will only be checked out to the cardholder.
• Only one laptop per person per card may be checked out.
• Customers under 18 who have parental permission may use parent’s I.D.
• Laptops are checked out for two hours for use only in the Library.

SECURITY ISSUES
• Laptops should never be left unattended.
• Laptops should be used in public areas only (excluding restrooms). They should never be removed from the Library for any reason.
• Do not tamper with security features or attempt to install personal software.
• No user files will be retained on the hard drive.

RETURNING A LAPTOP
• Return laptop to check-out point. A receipt will be issued and customer’s photo I.D. returned.
• Laptops are nonrenewable, but may be used again if available.
• If the laptop is returned late, customer will be fined $25/an hour or any portion of an hour up to a maximum of $150.
• Laptop must be returned in the same condition as received; if returned damaged or laptop is lost, customer agrees to pay the replacement cost of the laptop ($1500) and a $150 processing fee.

BORROWER RESPONSIBILITY AGREEMENT
I agree to abide by the guidelines stated above. I agree to return the laptop in the same condition as when I checked it out, and if equipment is damaged or lost, I agree to pay the Library the replacement costs of the equipment.

I understand and agree to abide by the guidelines listed in this flyer.

Print Name: ________________________________________________________________

Signature: _________________________________________________________________

For Staff Use:

Time Out:______________       Time In:______________

Staff Initials: _______________     Staff Initials: _______________

Date: _______________   Power Card #:   22 477   ___ ___ ___   ___ ___ ___   ___ ___ ___

Per HPL Policy 6.3 E