



ELECTRONIC DEVICE LOAN AGREEMENT

Eligibility

- Electronic devices are available for checkout to Peninsula Library System cardholders in good standing with an Electronic Device Loan Agreement on file. A new agreement must be signed every year.
- Patrons over 18 years old must provide a valid picture ID matching the library record.
- Patrons under 18 must have a parent or legal guardian present to sign the Burlingame Public Library Electronic Device Loan Agreement.

Usage

- Laptops may only be used in the library. Please see the Laptop Patron Handout for details.
- Library staff reserve the right to suspend electronic device borrowing privileges for any reason.
- Hotspots may not be used for international travel.

Fines

- Laptops. \$5 per hour, maximum of \$50. *Laptops not returned at the end of the day will be considered lost and the full replacement fee will be assessed. Please see Lost or Damaged Fees below.*
- Hotspots. \$1 per day, maximum of \$50.

Lost or Damaged Fees

- The borrower agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse.
- **Unresolved accounts will be referred to a collection agency.**
- Automatic replacement charges for the cost of the item will be incurred if the item is declared lost. If the item is returned, this fee may be removed less any damages.

Laptops	Hotspots
<ul style="list-style-type: none"> • Loss or damage: \$999.00 • Touchpad: \$44.95 • Keyboard: \$34.95 • LCD Screen: \$119.95 	<ul style="list-style-type: none"> • CDRW/DVD Drive: \$61.99 • Battery: \$139.99 • Power Supply: \$89.99
	<ul style="list-style-type: none"> ○ Loss or damage: \$200 ○ Case: \$15.00 ○ Power Supply: \$15.00

Borrower Information	
Name (Last, First)	
Name of parent or legal guardian (if under 18 yrs.)	
Library card #	
Phone #	
Email address	

Agreement & Signature	
<i>I have read and understand the Laptop Loan Agreement and agree to all of the terms</i>	
Signature	Date:
Signature of parent or legal guardian	Date:

Staff Use Only	
Patron/Guardian Photo ID #:	Date:
Sierra Note Added (Y):	Staff Name: