



First Name: _____

Last Name: _____

Library Card Number: 2168100 _____

Phone Number: _____

Address: _____

Date Checked Out: _____

Date Due Back: _____

Laptop HP Envy		
Item Barcode	Late Fees (per day)	Full Replacement Cost
3168100 _____	\$1.00	\$1300.00
Included Components:		Replacement Costs
Laptop HP Envy (Model 17-cg0010ca)		\$1300.00
Carrying Case		\$34.00*
Power Adapter		\$65.00*

**Replacement costs for accessories are for individual item replacement and are not applied when the full kit is replaced.*

All borrowers must understand and agree with the following terms and conditions, as outlined in the Borrowing Policy:

Equipment Failure – Equipment failure is a normal consequence of equipment use. Normal repair costs will be covered by the Library. Borrowers must report any problems with equipment to the Library

Lost Item – Borrowers will be charged for full replacement costs of missing items.

Damaged Item – Borrowers will be charged for full replacement costs of damaged items.

- All equipment must be returned by the due date, and late fees will be applied for each day that item is returned late (as outlined above).
- Borrowers must have a valid Innisfil Public Library (IPL) card and must have presented a valid photo ID as proof that they are at least 18 years old.
- All equipment has been tested by IPL staff and is in proper functioning order prior to being borrowed.
- Borrowers will immediately report equipment malfunction, damages or loss due to accident, neglect or abuse.
- Borrowers will not attempt to repair damages or have them repaired by anyone other than library staff.
- If borrowers lose or damage any equipment, borrowers will be charged the replacement cost.
- Borrowers are responsible for all borrowed equipment until it is inspected and signed off by an IPL staff person.
- Borrowers will not leave equipment unattended.
- Equipment must be returned to a Library staff member **in person** during open hours. Do **not** return in the material return slot outside of the library.
- The Borrower is responsible for ensuring the privacy of any and all content they save to or access on the device, and for deleting all files saved to the device, as well as logging out of all accounts, before returning it to the Library
- While Library Staff endeavor to ensure any files, software, and other content downloaded or saved to the device by borrowers/users have been removed before it is loaned out, the Library is not responsible for unapproved content of any type that may be present on the device, nor for the privacy and security of that content

I understand and agree with the above statements:

Borrower Signature: _____ Date Signed: _____

Staff use only: Date Returned: _____ Time Checked In & Inspected: _____ IPL Staff Initials: _____

Return Item Checklist – Staff Use Only	
Laptop	
Carrying Case	
Power Adapter	