Hooksett Public Library
Electronic Device Borrowing Agreement
Laptop / Projector

Borrower must be 18 years old with a valid license and a Hooksett Library or GMILCS member library card in good standing. Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of the borrower’s license and a copy of this signed contract to keep until the item is returned. A copy of the signed agreement will be provided to the borrower with the device.

*If borrower is utilizing the Hooksett Library’s meeting room facilities, does not have a GMILCS or Hooksett library card and wishes to use the library’s laptop or projector, they may do so at the Library Director’s discretion. The library will hold the borrower’s license for the duration of the use of the library’s equipment. The license will be returned to the borrower upon return of the device in working order.*

Borrower must sign this agreement and confirm his/her contact information at the time of checkout. Staff will take a copy of the borrower’s license and a copy of this signed agreement to keep until the item is returned. A copy of the signed agreement will be provided to the borrower with the device.

I, ________________________________________________, take full responsibility for the electronic device I am checking out. The replacement cost of the device (up to $500.00) if the item is lost, stolen, or broken while in my care. I will pay the replacement fee (of up to $500.00) if I fail to return the item at all, or in unusable condition (to be determined by the Library Director).

**Device:**

I agree that the device is in working order at the time I am checking it out. **User Initials __________**

I understand that the electronic device must be returned directly to a library staff member (inside the building). The device may not be returned in the outdoor or indoor drop boxes. If I return the device in a drop box, I will be charged a $100.00 fee for unnecessary risk to the device.

User Signature: ____________________________________________

Checkout Date: ______________ Due Date: _______________

- I understand this device is to be used only in the library; I may not take the device out of the library. The device must be returned before the library closes.
- Do not let anyone else borrow the device or allow children to play with the device
- Return all parts of the device, including the power cable and protective case. Any missing items may result in charges.

I understand and agree to these rules for use:

Signature: ____________________________________________ Date: ______________
Staff Use:

Checkout:
Staff Member Name: _______________________________   Check Out Date:__________

☐ Device is functional/No damage ☐ Provided user copy of this signed and completed agreement
☐ Charger Cord is included ☐ Protective cover is installed
☐ Copy of user’s license is attached to agreement
☐ Confirmed user contact information

Check in:
Staff Member Name: _______________________________   Return Date: ____________

☐ Device is functional/No damage ☐ Gave user copy of this completed agreement
☐ Charger Cord is included