Gatesville Public Library Laptop Checkout Agreement

Device Use
- Laptops are for use inside the Gatesville Public Library building only.
- Laptops may not be removed from the library.
- Long-term checkout for use outside the library may be available—ask staff for details.

Eligibility
- Must have a Gatesville Public Library card in good standing.
- E-cards cannot be used to check out laptops.

Checkout Period
- Maximum of 3 hours per checkout.
- Limit of one checkout per day per patron.
- No charge to check out a laptop.

Fees
- Late fee: $15 per hour.
- Replacement cost if lost or damaged: $1,000.

Saving Your Work
- Any files saved on the laptop will be deleted upon return.
- Please use a USB flash drive or cloud storage (Google Drive, OneDrive, Dropbox).
- The Library is not responsible for lost data.

Printing
- Printing available at the front desk.
- 20¢ per page, black & white or color.
- Submit print jobs to the front desk for payment and pickup.

Patron Liability Statement
By signing below, I acknowledge that:
I am responsible for the laptop while it is checked out to me.
Any files saved to the laptop will be deleted upon return.
I am liable for late fees and the replacement cost if the laptop is lost or damaged.
Patron Name (Print): _____
Patron Signature: _____ Date: _____
Staff Initials: _____

City of Gatesville Public Library