



SURFACE LAPTOP AGREEMENT

Device Loan Policy

By borrowing this item, I understand that I am fully responsible for this borrowed device and any accompanying accessories, and for its safe and timely return to staff at the Library Circulation Desk from which it was borrowed. I understand that I am responsible for all applicable charges if the device is damaged, lost, or stolen, or accessories are missing or damaged, or if other fees are incurred. I agree to return the device by the due date and time noted or incur a replacement charge.

- One device may be checked out by an adult 18 years of age or older by presenting a registered FCL Card in good standing and valid State issued ID.
- Device will be checked out for 7 days. There are NO renewals and patron may not borrow another laptop device for 24 hours. A Late fee of \$5.00 per day will be assessed if the item is not returned on time. Once the item is overdue, internet service will be suspended. After 7 days late, the item will be considered "lost" and assessed appropriate fees.
- Device must be returned by the individual who borrowed it from the FCL location where it was checked out. It must be returned to a Circulation Desk staff member, who will verify the device's condition. It may not be returned in any outside book/drops or conveyors.
- The following fees will be assessed if the device and/or accessories are not returned:
Device - \$600, Power Charger - \$30, Bag - \$20
Please note that FCL utilizes Unique Management Services to facilitate the return of materials and payment of fees.
- **Do not leave device unattended.** The Library is not responsible for devices or accessories which are checked out to a borrower.
- **Immediately** report to the Circulation Desk any loss of, problem with, or damage to a device. Do not attempt to troubleshoot the device. If you notice any damage at checkout, please let us know, to avoid a charge.