



STAFF USE ONLY	Borrower Initials/Date
Patron Name	
Patron/Guardian DL#	

Laptop Loan Agreement

Eligibility

- Laptop computers are available for checkout to Peninsula Library System cardholders in good standing with a Laptop Loan Agreement on file. A new policy must be signed every year.
- Patrons over 18 years old must provide a valid, government issued ID matching the library record. Patrons under 18 must have guardian present to sign policy.

Usage

- Daily limit for all computers is 2 hours. No renewals or reservations are allowed.
- Laptops must be used in the library. Patron must have Library Card present.
- Laptops are due 30 minutes before closing, regardless of when they are checked out. The 2 hour time limit is based on the printed receipt time.
- Printing is not supported; files may be saved on a flash drive or uploaded online (email). All user data is deleted when computer is restarted. Users must abide by the San Mateo County Library Public Use Computer and Wireless Access Policy.

Fines/Fees

- Overdue laptops will accrue \$5 every hour up to a maximum of \$50. Laptops not returned at the end of the day will be marked lost and the full replacement fine (\$1750) will be applied.
- 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. Replacement laptop cost is \$1750.
- Library staff reserve the right to suspend laptop borrowing privileges for any reason.

- Atherton Branch**
2 Dinkelspiel Station Lane
Atherton, CA 94027
(650) 328-2422
- Belmont Branch**
1110 Alameda de las Pulgas
Belmont, CA 94002
(650) 591-8286
- Brisbane Branch**
250 Visitacion Avenue
Brisbane, CA 94005
(415) 467-2060
- East Palo Alto Branch**
2415 University Avenue
East Palo Alto, CA 94303
(650) 321-7712
- Foster City Branch**
1000 E. Hillsdale Boulevard
Foster City, CA 94404
(650) 574-4842
- Half Moon Bay Branch**
620 Correias Street
Half Moon Bay, CA 94019
(650) 726-2316
- Millbrae Branch**
1 Library Avenue
Millbrae, CA 94030
(650) 697-7607
- Pacifica-Sharp Park Branch**
104 Hilton Way
Pacifica, CA 94044
(650) 355-5196
- Pacifica-Sanchez Branch**
1111 Terra Nova
Pacifica, CA 94044
(650) 359-3397
- Portola Valley Branch**
765 Portola Road
Portola Valley, CA 94028
(650) 851-0560
- San Carlos Branch**
610 Elm Street
San Carlos, CA 94070
(650) 591-0341
- Woodside Branch**
3140 Woodside Road
Woodside, CA 94062
(650) 851-0147

Name of Borrower _____		Library Barcode# 2904
Home Phone () - _____	Cell Phone () - _____	Email _____
I have read and understand the Laptop Loan Agreement and agree to all the terms.		
Signature _____		Date _____
Parent/Guardian signature if borrower is under 18 _____		Date _____

STAFF USE ONLY III Note Added Staff Initials _____