

**Broward County Library  
Deerfield Beach Branch  
Borrower's Responsibility Form**

Broward County Library cardholders 18 or older may check out a laptop for use at Deerfield Beach Library. Check out period for in house use only is 45 minutes. Each session may be extended for an additional two fifteen minute sessions if no one is waiting.

**Prior to checking out a laptop computer, you must:**

- Read and complete this form.
- Provide a current valid Broward County Library Card.
- Provide a second form of official identification with your photograph.

**Borrowers are financially responsible for:**

- Full replacement cost of the laptop computer checked out to you if lost or stolen during the checkout period. The replacement cost of \$2000 plus a \$500 processing fee will be automatically added to your library card.
- Full cost of any repairs charged to Broward County Library if the computer is damaged including damage caused by spillage from food or beverages.

**Additional Guidelines:**

- Laptops will be reserved through the Envisionware reservation station.
- Laptops will not be loaned without both Library Card and valid identification.
- Only one laptop will be issued per library card per day.
- **NEVER LEAVE THE LAPTOP UNATTENDED WHEN IT IS CHECKED OUT TO YOU.**
- All files you create and wish to save must be stored on a disk or jump drive you provide. ANY FILES CREATED AND SAVED ON THE LAPTOP WILL BE ERASED UPON RETURN OF THE CHECKED OUT COMPUTER.
- Broward County Library is not responsible for any computer viruses that may be transferred to, or from a user's disk or network account.
- Violation of the above policies will constitute grounds for refusal of future service, or other appropriate measures.

I understand and agree to all of the terms and conditions listed above and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer checked out by me under this agreement.

Furthermore, by signing this Responsibility Form, I understand and agree that my failure to follow all written policies above will result in fees charged and /or loss of future privileges under this program.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_