



First Name: _____

Last Name: _____

Library Card Number: 2168100 _____

Phone Number: _____

Address: _____

Date Checked Out: _____

Date Due Back: _____

Laptop HP Envy		
Item Barcode	Late Fees (per day)	Full Replacement Cost
3168100 _____	\$1.00	\$1300.00
Included Components:		Replacement Costs
Laptop HP Envy (Model 17-cg0010ca)		\$1300.00
Carrying Case		\$34.00*
Power Adapter		\$65.00*

**Replacement costs for accessories are for individual item replacement and are not applied when the full kit is replaced.*

All borrowers must understand and agree with the following terms and conditions, as outlined in the Borrowing Policy:

Equipment Failure – Equipment failure is a normal consequence of equipment use. Normal repair costs will be covered by the Library. Borrowers must report any problems with equipment to the Library

Lost Item – Borrowers will be charged for full replacement costs of missing items.

Damaged Item – Borrowers will be charged for full replacement costs of damaged items.

(continued on back)



- All equipment must be returned by the due date, and late fees will be applied for each day that item is returned late (as outlined above).
- Borrowers must have a valid Innisfil Public Library (IPL) card and must have presented a valid photo ID as proof that they are at least 18 years old.
- All equipment has been tested by IPL staff and is in proper functioning order prior to being borrowed.
- Borrowers will immediately report equipment malfunction, damages or loss due to accident, neglect or abuse.
- Borrowers will not attempt to repair damages or have them repaired by anyone other than library staff.
- If borrowers lose or damage any equipment, borrowers will be charged the replacement cost.
- Borrowers are responsible for all borrowed equipment until it is inspected and signed off by an IPL staff person.
- Borrowers will not leave equipment unattended.
- Equipment must be returned to a Library staff member **in person** during open hours. Do **not** return in the material return slot outside of the library.

I understand and agree with the above statements:

Borrower Signature: _____ Date Signed: _____

Staff use only: Date Returned: _____ Time Checked In & Inspected: _____ IPL Staff Initials: _____

Return Item Checklist – Staff Use Only	
Laptop	
Carrying Case	
Power Adapter	