



First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Library Card Number: 2168100\_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

Date Due Back: \_\_\_\_\_

Microsoft Surface Pro 7		
Item Barcode	Late Fees (per day)	Full Replacement Cost
3168100_____	\$1.00	\$1000.00
Included Components:		Replacement Costs
Microsoft Surface Pro 7		\$1000.00
Protective Sleeve		\$95.00*
Surface Pen		\$100.00*
Carrying Case		\$34.00*

*\*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.



- 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	
Microsoft Surface Pro	
Protective Sleeve	
Surface Pen	
Carrying Case	
Keyboard	