

## **Laptop Lending Policy**

The Sweet Home Public Library makes laptops and tablets available to library card holders to directly enable work, education, and health monitoring activities. Laptops are provided according to availability and must be used in accordance with this Laptop Lending Policy. *(The word "Laptop" also refers to Tablets for the purposes of this Policy)*

### **In-Library Use**

The following rules and regulations apply when laptops are used in the Library building:

- 1) Laptops may be borrowed by library card holders, both residents and non-residents, in good standing (i.e. users with fines/fees are blocked). Restricted to those 18+ only.
- 2) The loan period for in-Library use is 2 hours. All laptops must be returned to the Check Out Desk before the Library closes.
- 3) In-Library use laptops will be checked out on a first come, first served basis. And will not be checked out the last hour of the day that the library is open.
- 4) Each laptop is equipped with basic operating software and is Wi-Fi enabled. No additional software may be installed or downloaded. Use of the laptop within the library does not require an access code. In addition, each laptop comes equipped with an electrical cord, for which the user is responsible.
- 5) The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal cloud based accounts. All created files will be wiped clean after a session ends or when the computer is turned off by software that is in use on the laptop.
- 6) The user assumes full responsibility for the cost of repair or replacement of the laptop and electrical cord, in the event that the laptop, or electrical cord are lost, stolen, or damaged. Library staff, in conjunction with the Library's IT Consultant, will assess laptops upon return and charge the user for loss or damage accordingly. Determinations about whether equipment must be repaired or replaced and the resulting charges for repair or replacement are final.
- 7) Laptop user will comply with the Library Code of Conduct at all times while in the Library building.
- 8) Laptops cannot print directly to the Library printer.

### **Home Use**

The following rules and regulations apply when laptops are checked out and used at home or outside of the Library building:

1. Laptops may be borrowed by resident library card holders ages 18 and up in good standing (i.e. users with fines are blocked). Current valid government issued photo identification in addition to a library card is required.
2. The loan period is seven days for home use.
3. Laptops check out on a first come first served basis and cannot be reserved ahead of time.
4. Each laptop is equipped with operating software and is Wi-Fi enabled. No additional software may be installed or downloaded. In addition, each laptop comes equipped with an electrical cord, and carrying case for which the user of record is responsible.
5. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal cloud based accounts. All created files will be wiped clean after a session ends or when the computer is turned off by software that is in use on the laptop.
6. Laptops may not be renewed. Users must wait at least 1 business day between checkouts of laptops.
7. Laptops must be returned in person by the borrower to a library staff member. Borrowers must wait until the laptop is checked for damage and completeness by the library staff member.
8. Fines for overdue home use laptops are \$25.00 per day, not counting days the library is closed. An "on-time" return is defined as a laptop that is returned prior to closing on the seventh day of check out. Users who have on two separate occasions returned the laptops late will lose laptop borrowing privileges for a period of six months.
9. The user assumes full responsibility for the cost of repair or replacement of the laptop, electrical cord and case, in the event that the laptop, electrical cord, or case are lost, stolen, or damaged. Library staff, in conjunction with the Library's IT Consultant, will assess laptops upon return and charge the user for loss or damage accordingly. Determinations about whether equipment must be repaired or replaced and the resulting charges for repair or replacement are final.
10. The Library's Computer and Internet Safety Policy applies to laptop use. Users attest that they have read and will adhere to the policy.

**In-Library and Home Library Laptop users must agree to and sign this form for every laptop checkout.**

## Acceptable Use Agreement

### I agree that:

I will not use this computer for illegal activities.

I will not modify the hardware of this computer.

I will not bypass the security on this system to gain unauthorized access.

I will be held financially responsible for damage to the laptop/tablet while it is in my care.

I understand the laptop location is tracked at all times.

I read and understood the information presented in this loan agreement form.

	Print	Signature
Laptop name		x
Laptop Barcode		x
Library user name		
Library staff name		
Date		x