

Limerick Public Library Library Laptop Computer Lending Policy

Overview:

The Limerick Public Library has a laptop computer available for use in the library. Patrons who borrow the laptop computer must read and understand these guidelines.

Laptop Computer Rules:

- **Eligibility:**
 - Patron must have a current library card from the Limerick Public Library with no outstanding fines greater than \$4.00. Address and phone number must be current and a current driver's license number must be in the registration file.
 - Patrons under 14 years old may only use the laptop while accompanied by an adult.
- **Loan Periods:**
 - Laptop is for use in the library only.
 - Laptop can be borrowed for one hour. Alternate loan periods are at the discretion of the library staff.
 - Pre-arranged blocks of time may be approved for patrons attending on-line classes, certifications or webinars that require the privacy of the meeting room.
 - The laptop (and any accessories) must be returned to the circulation desk a minimum of 15 minutes prior to closing.
 - The borrower must return the laptop directly to a staff member and wait until it has been checked in and inspected.
 - The laptop may not be borrowed 30 minutes prior to closing.
- **Guidelines for use of the laptop:**
 - The laptop must be kept in your immediate possession at all times. The laptop must not be left unattended, even for a moment. If you need to leave the room, please bring the laptop to a staff member.
 - It is the borrower's responsibility to inspect the computer for any damages or malfunction. If you note any damage or malfunction, bring it to the attention of the staff immediately.
 - The borrower bears full responsibility for damage to the laptop due to neglect, abuse, loss or physical damage.
 - Food and drink are not allowed while using the laptop.
 - Do not download or save items to the desktop or the hard drive.
 - Any documents saved on the laptop will be deleted and lost immediately upon shutting down the computer. Any data that the user wishes to save must be saved to a USB flash drive (not provided by the library).

Date: _____
Initials: _____

- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop or associated peripheral equipment during the period it is checked out to that patron.
- The Limerick Public Library is not responsible for damage to any removable drive (i.e. floppy, CD or flash drive, data) that may occur due to malfunctioning hardware or software.
- The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems without notifying a staff member.

Revoking of privileges:

- A patron's privilege to check out a laptop may be revoked if the patron fails to return a loaned laptop by the designated time on more than two occasions or leaves the library before the check-in procedure is complete.
- Laptop borrowing privileges may be revoked by the library staff, at their discretion, if the above rules and guidelines are violated.

Limerick Public Library Laptop User Agreement

1. I have read and signed the Limerick Public Library Computer/Internet Use Agreement Policy and agree to abide by these policies.
2. I have read and signed the Limerick Public Library Laptop Computer Lending Policy and agree to abide by these policies.
3. I understand that if I fail to abide by the use agreement policies, I will lose eligibility for using the Library's patron access computers.

USERS OVER 17

As a user of the Limerick Public Library laptop computer, I hereby agree to comply with the Limerick Public Library Computer/Internet Use Policy and the Laptop Computer Lending Policy.

NAME

PHONE#

MAILING ADDRESS

CITY ZIP

USER'S SIGNATURE

DATE

USERS AGED 14 TO 17 (UNDER 14 MUST BE SUPERVISED BY AN ADULT)

NAME

PHONE#

PARENT'S SIGNATURE

DATE

USER'S SIGNATURE

MAILING ADDRESS

Date: _____
Initials: _____