

Library Laptop Use Policy  
March 10, 2016

Eligibility

1. Patron must be at least 18 years old with valid, current library card
2. Laptops are for educational purposes only
3. In-library use only
4. Current picture ID

Laptop Use

1. Picture ID will be held at front desk.
2. Patron signature required on policy with first laptop use.
3. Staff will record date, time, patron's name, laptop # and Other Equipment, on sign out sheet.
4. Patron must save all materials to removable media (flash drive, memory card) or upload to email or web storage account.
5. Audio and video files must be played using headphones. Ear buds are available for sale at front desk. (If 2 or more patrons will be listening simultaneously, a study or meeting room must be used. Patron must register with staff.)
6. There will be limited technical support from library personnel.
7. The laptop must always be attended. Removal of laptop from the library will be considered theft.
8. Patron must not engage in any inappropriate activities while using the laptop.
9. Software may not be installed or changes made to the system configuration.

Laptop Return

1. Laptop must be returned directly to a staff member. Laptop cannot be left unattended at the Front Desk.
2. Staff will check to make sure all parts are returned in good condition.
3. Patron must report any problems with the laptop immediately to the Director.
4. Laptop must be returned at least 15 minutes before closing.
5. Patron is responsible for a lost, stolen or damaged laptop.
6. The Library is not responsible for damage to any removable media (flash drive, memory card) or loss of data that may occur due to malfunctioning of hardware or software.
7. Violation of this policy will result in suspension of laptop-borrowing privileges.

I have read and agree to abide with the policies as presented above.

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Print Name:

Signature:

Date: