

Laptop Policy Agreement

Please provide the following:

Library Card Number: _____

Driver's License or state issued ID. _____

Please fill out the following:

Full Name: _____

Phone/Cell: _____

Email: _____

Please read the following:

I agree to all terms and conditions listed to the right in the Gary Byker Memorial Library's Laptop Policy and I acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fines and/or loss of privileges.

Signed: _____

Date: _____

☐ I am 18 years of age or older.

Library Use Only:

_____ Photocopy ID and attach to this form.

x note: **LAPTOP at OH.**

Date/Initials: _____

Form Rev. 1/2015

Laptop Policy

When not being used for a program or class, the Gary Byker Memorial Library has laptop computers available for in-library use. They are equipped with basic office software and access the internet through a filtered wireless connection. They are loaned out as a library resource and are subject to the following policy:

1. All aspects of the Library's Internet Use Policy also apply to the laptop computers. Users must be 18 years or older.
2. First time users must fill out a Laptop Policy Agreement and provide a state issued ID prior to checking out a laptop. No laptop will be checked out to a patron until this form has been signed.
3. Each user must have a library card in good standing (fines under \$2.00).
4. The laptop will be used inside the library only. Removal of the laptop from the library will be considered theft.
5. Laptops cannot be reserved. It is first come, first served.
6. Laptops will be loaned out for three hours. A time limit of one hour will be enforced if there are others waiting to use a laptop.
7. NEVER leave the laptop unattended for any reason. If you must leave your space, ask a staff member at the circulation desk to keep it while you are gone.
8. The laptop must be returned to a staff member (not left on a desk/table) when the time has expired.
9. The patron to whom the laptop is checked out will be responsible for any and all loss or damage that occurs before it is returned. The patron will be liable for an amount up to the full replacement cost (\$1000) if the laptop is damaged or stolen.
10. It is the responsibility of the user to bring a storage device compatible with the computer in order to save their work. There is currently no printing capability from the laptops.
11. No start up disks or software from outside the library are permitted.
12. Any changes made to the laptop configuration will be undone when the computer reboots. No work is saved.
13. Library staff may terminate or suspend laptop privileges if borrower violates Library rules or policies, or if borrower fails to use the laptop in a responsible manner.