

# Brookfield Public Library

## Laptop Lending Policy

Effective Date: 02/24/2010

### Purpose

The Brookfield Public Library makes laptops available to library card holders to assist in research, networking, recreational use, and document or presentation production needs. Laptops are provided according to availability.

### In-Library Use

The following rules and regulations apply:

1. Laptops may be borrowed by library card holders, both residents and non-residents, in good standing (i.e. users with fines of \$5.00 and over are blocked).
2. The loan period for in-Library use is all day with no limitations. All laptops must be returned to the laptop cabinet and keys 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.
4. Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. No additional software may be installed or downloaded. Use within the library does not require an access code. In addition, each laptop housed in the laptop cabinet comes equipped with a wired mouse and 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 internet based accounts. All created files will be wiped clean after a session ends by software that is in use on the laptop.
6. The user assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen, or damaged. The Library's IT Department will assess laptop issues and charge the user accordingly.
7. The Library's Public Computer Use policy applies to laptop use. Users attest that they have read and will adhere to the policy.

## Home Use

The following rules and regulations apply:

1. Laptops may be borrowed by resident library card holders ages 14 and up in good standing (i.e. users with fines of \$5.00 and over are blocked). If the laptop is to leave the building:
  - a. Photo identification in addition to a library card will be required;
  - b. For borrowers ages of 14 through 17, a one-time co-signature of a parent or guardian will be required. This release will be kept on file in the Library.
2. The loan period is three days for home use.
3. Laptops designated for home use may be reserved in advance. On the actual day of lending, those that have not been reserved may be checked out on a first come first served basis. They may only be checked out for home use if they are not required the following day for reserves.
4. Each laptop is equipped with operating software, a standard suite of Microsoft Office products, and built in Wi-Fi. No additional software may be installed or downloaded. Use within the library does not require an access code. In addition, each laptop comes equipped with a wired mouse, electrical cord, and carrying case 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 internet based accounts. All created files will be wiped clean after a session ends by software that is in use on the laptop.
6. Laptops may only be renewed in person at the Library's Check Out Desk.
7. Laptops must be returned in person. Borrowers are advised to wait until the laptop is checked and the sign out sheet returned with the signature of the staff member on duty at the Check Out Desk.
8. Fines for unreturned home use laptops are \$15.00 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 third day of check out. Users who have on three separate occasions returned the laptops late will lose Home Use laptop borrowing privileges for a period of six months.
9. The user assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen, or damaged. The Library's IT Department will assess laptop issues and charge the user accordingly.

10. The Library's Public Computer Use policy applies to laptop use. Users attest that they have read and will adhere to the policy.
11. Co-signers for users ages 14 through 17 accept the same level of responsibility as the user.

## **Brookfield Public Library Laptop Lending Agreement for Home Use**

I have read and understand the Brookfield Public Library Laptop Lending Policy and Public Computer Use Policy and agree to adhere to the terms and conditions contained therein.

\_\_\_\_\_  
Print Name (First & Last)

\_\_\_\_\_  
Library Card  
Number

\_\_\_\_\_  
Additional Identification  
Provided

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Co-signer Signature (for users ages 14-17 years old)