

Please read policy thoroughly.

Laptop # \_\_\_\_\_ Last four digits of Laptop barcode \_\_\_\_\_

Time Checked Out \_\_\_\_\_ Staff Initials \_\_\_\_\_ Time Checked In \_\_\_\_\_ Staff Initials \_\_\_\_\_

### Deer Park Public Library Laptop Borrowing Policy

The Children's Department of Deer Park Public Library has laptops available for in-house loan periods:

- Laptops are preloaded with Microsoft Office and Internet Explorer; you may borrow and return them to the Children's Reference Desk.
- Current adult Deer Park cardholders who meet the following criteria will be able to borrow a Laptop for in library use:
  - Deer Park Library patrons with a library card in good standing.
  - Deer Park Library patrons who are 18 and over. (The library will hold borrower's driver's license or passport or country card.) \_\_\_\_\_ Staff Initials
- Loans are on a first come, first served basis and the loan periods are as follows:
  - **Laptops are for Adult use only.**
  - **Laptops are to be used in the Children's Room.**
  - **Laptops may not be brought into the restroom. A Children's librarian will hold the laptop for patron while they are in the restroom.**
  - A Laptop may be loaned for a period of 60 minutes.
  - A Laptop borrower may request a 30 minute extension if there are no other borrowers waiting.
  - A limit of one Laptop may be borrowed per adult patron from the Children's Reference Desk.
  - Laptops may not be removed from the silicone protector case.
  - Laptops must not be left unattended .
  - If the Laptop is stolen, lost or damaged, the borrower will be responsible for its replacement. The replacement cost for the Laptop will be **\$600.00 each**.
  - The borrower must report any problems with the Laptop to a Children's librarian when it is returned.
  - Internet access is filtered.
  - The borrower is responsible for using the Internet appropriately.
  - Printing is available from the Library's Patron Print Service. See our webpage for additional details.
  - Borrowers are not permitted to download items or make any changes to system settings on laptops.
  - Usage of the Laptop in the Library that is inappropriate or inconsistent with this policy may result in termination of the computer session.

### Laptop LOAN AGREEMENT, Deer Park Public Library

By signing below, I attest that I am 18 years of age and I agree to the following statements:  
I have read the policy for borrowing a Deer Park Public Library Laptop and understand the policy stated above.  
I accept full responsibility and liability for the cost of repairing or replacing this Laptop and/or accessories if they are lost, stolen or damaged while checked out in my name.

I understand that the replacement cost for the Laptop will be **\$600.00 each**.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name Clearly \_\_\_\_\_ Patron Barcode \_\_\_\_\_

Approved by Board of Trustees January 28, 2015