

DEER PARK PUBLIC LIBRARY
44 LAKE AVENUE, DEER PARK, NY 11729
(631) 586-3000

LAPTOP BORROWING POLICY

Laptop # _____ Last four digits of laptop barcode _____

Time Checked Out _____ Staff Initials _____ Time Checked In _____ Staff Initials _____

Please read policy thoroughly.

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

- Laptops are pre-loaded 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 serve 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 a 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

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