

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

Reviewed and reapproved by the Board of Trustees October 28, 2020