



Durham Public Library

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Laptop Use Policy

The Durham Public Library (DPL) is pleased to offer laptop use services to our patrons. DPL also provides free wireless internet connections. Patrons will be able to access the library wireless network with a library laptop, their own laptop or electronic device. All library wireless users must agree to abide by this Library Laptop Computer User Agreement, the DPL Public Computer Acceptable Use Policy, and all library behavior guidelines.

Limits and Availability

- Patrons must be 18 years of age or older and have a Durham Public Library Card with less than \$20.00 in fines owed to borrow a Laptop.
- Laptops may be reserved and will be held for a period of (48) hours only. Patrons will be notified by email and/or telephone when a reserved laptop becomes available. If the laptop is not picked up within 48 hours of placing a reserve, the reserve will be canceled, and the laptop will move to the next patron. Reservations will be extended in the event the Library is closed or has adjusted open hours.
- Patrons may not alter, delete, copy, tamper with any software loaded on the laptop or otherwise change its existing configuration. Patrons may not install software on the laptops.
- **By borrowing and initiating use of the Library's laptop, the patron agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's laptop and internet access provided by the Library.**
- Parents/guardians are solely responsible for the use of the laptop by minors.
- Unlawful use of the internet while using the Library laptop is prohibited.
- Patrons are urged to save their work on their own external memory device. All documents are automatically deleted when the laptop is turned off.
- When utilized in the Library building audio and video files must be played with headphones.

Loan Period – Internal Use

- Laptops are available for checkout to patrons use inside of the Library Building for up to (2) hours. If no other patron is waiting, a laptop may be renewed for an additional two hours. Laptops more than 4 hours overdue will be reported as stolen.
- Laptops may be renewed for an additional (2) hours if there are no other patrons waiting.

Loan Period – External Use

- Laptops are available for checkout to patrons for use outside of the Library Building for up to (1) week. Laptops more than (48) hours overdue will be reported as stolen.
- Laptops may be renewed for an additional (1) week if there are no other patrons waiting.

Checkout Procedure

- Patrons must request a laptop for use, present a photo ID, which will be photocopied and returned upon successful check-in, and complete a Library Laptop User Agreement.
- Patrons may not checkout a laptop and then loan to another user. Patrons caught engaging in this activity will have their laptop privileges suspended for one month.
- At the time of checkout, a staff member will inspect the laptop to make sure it is intact and powers on. The borrower will then initial the laptop checklist in front of the staff member and provide a photo ID to be photocopied and attached to the user agreement in exchange for the laptop.
- Caution: Laptops must not be exposed to extreme temperatures or damage may ensue.

Check-in Procedure

- When returning the laptop, the borrower must allow at least 5 minutes for a staff member to check the equipment.
- The staff member will verify that all parts are present, and the computer and all accessories are in good working order.
- The laptop will be powered on and checked for functionality upon return.
- The borrower will sign and date the checklist to complete the transaction and their photo ID photocopy will be returned.

Fines and Liability

- A patron's privilege to check out a laptop may be removed for one month if the patron fails to return the laptop at the due time or leaves before the check-in procedure is complete.
- Laptops are equipped with tracking software for theft detection.
- Under no circumstances should a borrower leave a laptop unattended. The library will not be responsible for a stolen laptop even when it is used within the Library.

| Charges for Lost and Damaged equipment are as follows: | |
|---|----------|
| Laptop | \$800.00 |
| Cracked Screen | \$200.00 |
| Power Cord | \$45.00 |
| Case | \$20.00 |

Library Laptop User Agreement

My signature below indicates that I am at least 18 years of age and have read the Library Laptop Lending Policy and that I agree to abide by the conditions of use when checking out a Library laptop from the Durham Public Library.

Library staff will check the Library laptop and accessories to ensure that it is complete and working prior to checkout. Materials are expected to be returned in the same condition they were in at checkout.

I agree to accept full responsibility for the Library laptop while it is checked out to me.

I will not place the Library laptop in any of the book drops but will return it and all accessories to the Library's Circulation Desk. I understand that I will be charged for damage incurred by placing the Library laptop in the library book drop.

If it is found that an accessory is missing or damaged, I accept full financial liability for the Library laptop and accessories while in my possession. I agree to pay all cost associated with damage to, loss of, or theft of the Library laptop while it is checked out to me.

I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the Library laptop.

I acknowledge that failure to pay any amount owed will be considered an outstanding debt to the Durham Public Library and will be added to my library record.

I accept that the library is not responsible for damages incurred to personal property, or personal injury, while using the Library laptop.

I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a Library laptop.

Patron Name _____

Patron Card # _____

Patron Signature _____

Date _____ Staff Initials _____

Date returned _____ Checked in by (staff initials) _____

Checklist:

| Check-out | Patron Initials |
|-----------|-----------------|
| Laptop | |
| Charger | |
| Case | |

| Check-in | Patron Initials | Staff Initials |
|-------------------|-----------------|----------------|
| T9 Mobile Hotspot | | |
| Battery pack | | |
| Micro-USB Charger | | |