

# Martin Public Library

## Laptop Lending Policy and Agreement

### Guidelines for Borrowing and Use

- **Must have a valid library card and photo ID to check out a laptop.** Customer must be in good standing with the Library (with a current address/phone on file and no outstanding fees.) A customer in good standing must also have a three-month record of checking out and returning items on time.
- The library card must be presented for each device checkout.
- If the borrower fails to pay the replacement cost of the lost or damaged device, he/she will be banned from checking out a device. **Three (3) late returns for any device will result in being banned from borrowing a laptop for three months. A patron must be in good standing with the library in order to resume laptop checkout.**
- Laptops can only be checked out and returned to the Martin Public Library circulation desk. **DO NOT USE THE BOOKDROP.** You can be charged \$25 if a laptop is returned in the book drop or returned to another library.
- Laptop checkout is limited to one per household. **Once returned, the household must wait one week before placing another reserve or checking one out.**
- Borrowers must be 18 years or older.
- Parents or legal guardians may check out a laptop for those under 18.
- **NOTE TO PARENT/GUARDIANS:** Internet content filtering is NOT provided through the Wireless laptop. Parents/Guardians are responsible for monitoring what their children access via the laptop.
- Laptops may be reserved by calling the library. Devices will be held for the day of the call. If the device is not picked up by the end of the end of the day, the hold will be cancelled and the device will move to the next person in line.
- The laptop should be kept in a temperature controlled environment. **DO NOT** leave the device in a vehicle.
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.
- Before checking out a laptop the first time, patrons must attend a short training session. This can be scheduled at the circulation desk via phone or in person.
- Borrowers must read, understand, and sign this agreement at the circulation desk in the presence of a library staff member each time a laptop is checked out.
- Laptops are checked out for one week. At the discretion of the library staff, the checkout period may be extended as needed. There are no renewals.
- The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.

- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, and charging cable)

### **Fines and Liability**

- The overdue fine is \$1.00 per day.
- The borrower is responsible for the costs associated with damage or loss of the laptop and all accessories due to neglect or abuse.
- The complete replacement cost for the laptop is \$400.00. The complete replacement cost for the laptop and accessories is \$450.00
- Individual accessory replacement fines are as follows:
  - Case - \$30
  - Charging Cable - \$20

### **Proper Care and Use**

- As with any electronic device, do not leave the laptop in a hot vehicle for an extended period of time.
- If the laptop prompts you to update its software, you may accept. The software update should only take a few minutes.

### **Adopted:**

## Laptop Lending Agreement

**I agree:**

- To abide by the Martin Public Library's Laptop Lending Guidelines as stated above.
- To pay an overdue fine as stated above if returned late.
- To pay full repair and/or replacement costs should the laptop or parts be stolen, lost, not returned, or damaged.

**I have read the entire document and my signature below indicates my agreement with the above statements.**

Patron Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Library Card # \_\_\_\_\_

**I understand that the laptop does not provide content filtering: \_\_\_\_\_ Patron Initials**

**Checklist (check each item at time of checkout and return). Library Staff and Patron must initial at each time. Initials state that everything was returned and in working order.**

**Laptop**                      Checkout \_\_\_\_\_                      Return \_\_\_\_\_

**Case**                              Checkout \_\_\_\_\_                      Return \_\_\_\_\_

**Charging Cable**              Checkout \_\_\_\_\_                      Return \_\_\_\_\_

**Signature of Library Staff Member** \_\_\_\_\_

