



# Putnam County District Library

## Laptop Use Policy and Loan Agreement

The Putnam County District Library is pleased to offer laptop computers equipped with wireless network cards for use in the Library. These laptops are configured to provide you with the same functionality as the other networked Library computers, thus you may search the Internet, type your papers and print documents. The following policies govern the use of laptops:

### Borrowing Procedures

1. Users must be 18 years of age or over.
2. Users must possess a valid Ohio driver's license or Ohio ID card. PCDL staff will retain identification while the laptop is checked out.
3. Users must sign the Library's Laptop Use Policy.

### Loan Period

1. Laptops are available on a first come, first served basis. Users cannot reserve a laptop.
2. Laptops are to be used in the Library for one (1) hour at a time. At the end of one (1) hour, Library staff will ask the patron to end his or her session. If no one is waiting to use the laptop, an additional hour will be granted. At no time will a laptop be able to be used for longer than a two (2) hour session.
3. All laptops must be returned to the Circulation Desk one (1) hour before closing time to provide Library staff time to check the condition of the equipment and to charge the batteries.

### Usage

1. Laptops are for in-Library use only and may not be taken outside the Library.
2. The user of a laptop agrees to abide by the Library's Patron Computer Use and Internet Policy.

3. Users need to save their work to their personal thumb drives. Files should not be saved to the laptop hard drive. For maintenance related issues and privacy, all user files will be removed from the laptops hard disk after each use.
4. The Library takes no responsibility for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or may other cause while the patron is using the laptop. It is the user's responsibility to save data in the case of battery failure.
5. The library cannot guarantee that a wireless connection will be made between the library's wireless router and the laptop. The laptop batteries hold a charge for approximately two (2) hours, but the library cannot guarantee that the laptop loaned out will be usable for that full amount of time.
6. Start-up discs and software from outside the library are not permitted to be used on the laptops.
7. Library staff will assist with basic computer usage questions, but are not available on a regular basis for extensive training of users. Users are expected to have working knowledge of the computers and programs.
8. The Library reserves the right to restrict or terminate the computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance to library policy (see section on Unacceptable Use of Laptops).

### **Fines and Liability**

1. The borrower assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen, damaged, or made inoperable in any way.
2. Any unreturned laptops at the closure of the Library will be considered stolen and the user will be billed for the full replacement fee.
3. The borrower could face prosecution if the laptop is lost or stolen.

### **Unacceptable Use of Laptops**

Unacceptable use of laptops includes, but is not limited to the following:

1. Leaving a laptop unattended in the library at any time
2. Taking a laptop out of the library building or into a restricted area of the library (e.g. library restrooms)
3. Saving to the hard drive
4. Installing software from outside the library onto the laptop

5. Not following the Library's Patron Computer Use and Internet Policy
6. Handling a laptop in a manner that can lead to damage of equipment (e.g. dropping the laptop onto a hard surface, pushing on the plasma screen of a laptop, downloading potentially hazardous files)