

LAPTOP USE POLICY & LOAN AGREEMENT

The Ellenville Public Library & Museum provides laptop computers for in-library borrowing by patrons.

Users must read and sign the Ellenville Public Library & Museum Laptop Loan Agreement. Users must also read and sign the Ellenville Public Library & Museum Internet Use Policy.

Children under 14 must be accompanied by a responsible parent or legal/guardian who will sign the Laptop Agreement and Internet Use Policy. Users between the ages of 14 and 17 must have on file with the library a Laptop Parental Consent form to use a laptop. A signature on this form acknowledges that the parent or guardian has read the Ellenville Public Library & Museum Computer Use Policy, and understands the position of the library. The consenting parent/legal guardian agrees to take full financial responsibility for the laptop and its components.

Only users who have signed the Laptop Use Policy Agreement will be allowed to borrow a laptop for use in the library. Library staff will lock the laptop to a library table when a user is borrowing it.

NO more than two people may use the same laptop at any one time. Both users must sign a Laptop Policy Agreement or have legal guardians sign a Laptop Parental Consent form. This does not apply to users under the age of 14 with a legal guardian.

Laptops are issued on a first come, first served basis, with a 2 hour loan period, once a day with no renewals allowed. The loan period can be extended at the discretion of library staff, if there is not a waiting list. User should inform staff when signing out laptop of extra time needed, especially for job search or education requirements. The laptops may only be used in the library and may not be taken outside of the building.

Laptops should not be left unattended at any time. Users must notify staff if they must leave the laptop. Laptops found unattended will be returned to the circulation desk.

Files should be saved to a flash drive provided by the user. Nothing will be saved on the hard drive. No start up disks or software from outside the library is permitted.

Laptops are unable to connect to the library's printers.

The 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 computer and programs.

Laptops will be returned to the circulation desk a ½ hour before closing even if the 2 hour loan period is not expired.

The patron to whom the laptop is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for an amount up to full replacement cost (\$1,500.00) if the laptop is damaged or stolen.

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 with library policy.

The Library Board of Trustees reserves the right to update and change this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy. Violation of the Laptop Loan and/ or Computer and Internet Use Policy may result in the following consequences:

First offense – Termination of session and loss of library computer privileges for one day.

Second offense – Denial of library computer privileges for one month.

Third offense – Potential denial of all library computer privileges contingent upon approval of the Library Director.

Adopted by the Board of Trustees
December 21, 2009
Amended by the Board of Trustees
April 16, 2013

LIBRARY LAPTOP USE LOAN AGREEMENT

I accept full responsibility for the laptop computer and accessories that I am borrowing. I understand that I am responsible for the costs of repairing (parts and labor costs) or for the replacement costs of this laptop computer, components, and accessories if they are damaged, lost, or stolen while it is checked out to me.

By signing this agreement, I verify that I have read and understand the Ellenville Public Library & Museum Laptop Loan Agreement and I agree to abide by the policies of this agreement and the Ellenville Public Library & Museum's Computer and Internet Use Policy.

Borrower's

Signature _____ **Date** _____

Print Last Name, First Name _____

Address _____

Staff Initials _____

**PARENTAL PERMISSION
LAPTOP LOAN USE LOAN AGREEMENT**

I have read the Laptop Loan Use Policy concerning the use of the Ellenville Public Library & Museum's laptops and agree to abide by the policies.

I agree to pay for any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.

I understand that if I fail to abide by the Laptop Loan Use Policy, I will lose eligibility for use of the library's laptops.

CHILD'S NAME _____ **BIRTH DATE** _____

STREET ADDRESS _____

TOWN/VILLAGE _____

PHONE # _____

PARENT/LEGAL GUARDIAN SIGNATURE _____

PRINT LAST NAME, FIRST NAME _____

DATE _____

AS THE PARENT/LEGAL GUARDIAN OF THE USER NAMED ABOVE, I GIVE PERMISSION FOR MY CHILD TO BORROW LAPTOP COMPUTERS AT THE ELLENVILLE PUBLIC LIBRARY & MUSEUM, WITH THE UNDERSTANDING THAT I AM RESPONSIBLE FOR MONITORING THE APPROPRIATE USE OF THE LAPTOP COMPUTER AND THAT I AM RESPONSIBLE FOR ANY DAMAGES THAT MAY OCCUR.

*****CHILDREN UNDER THE AGE OF 14 MUST HAVE A PARENT/GUARDIAN PRESENT WHEN USING A LAPTOP COMPUTER.**