



LAPTOP USE POLICY & AGREEMENT

The Mamakating Library provides laptop computers for borrowing by patrons, to be used in the library or on the library patio. Use of the library's laptops outdoors is confined to the patio. Patio use is weather permitting, to be decided by library staff.

Laptops may be reserved ahead of time. They may be used for a 2-hour 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. 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. Please report all technical problems to library staff.

Laptop Use Rules

1. Users must have a Mamakating Library card in good standing.
2. Users must read and sign the Mamakating Library Laptop Loan Agreement.
3. Users must leave a driver's license or other primary form of identification at the circulation desk for use of a laptop, to be returned to the user when the laptop is returned and passes inspection by a library staff member.
4. Mamakating Library cardholders under the age of 18 may borrow a library laptop for indoor use only and must remain in the library building while in possession of the laptop. A parent or other adult caretaker must comply with number 1 to 3 above.
5. No more than two people may use the same laptop at any one time. Both users must sign a Library Laptop Loan Agreement.
6. Laptops should not be left unattended at any time. Laptops found unattended will be returned to the circulation desk.
7. Laptops will be returned to the circulation desk a half an hour before closing, even if the two-hour loan period has not expired.
8. Do not save passwords or login names on the laptop. Any documents needed should be saved to a flash drive provided by the user or uploaded to an email or cloud account. All documents and files will be erased upon return of the laptop.

Patron Responsibility for Laptop

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 (\$850.00) if the laptop is damaged or stolen.

Violation of the Laptop Use Policy and Agreement may result in the loss of the laptop-use privilege, to be determined by the Library Director.

Internet Use

WiFi is publicly accessible with no password required. The Wifi signal is not encrypted, therefore information sent over the internet on a library laptop is not protected or secure.

The library is not responsible for any loss or damages, direct or indirect, arising from its connections to the internet or from any other use of computing resources. The internet may contain material of a controversial nature; the library does not filter access to material nor protect users from offensive/objectionable information.

Users must abide by all federal and state laws with respect to copyright and transmission of materials over the internet. Violators are subject to prosecution by the appropriate authorities.

Approved by Mamakating Board of Trustees, April 14, 2021

LIBRARY LAPTOP 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 Mamakating Library Laptop Loan Agreement and I agree to abide by the policies of this agreement.

Borrower's Signature _____ Date _____

Print Name _____

Staff Initials _____

Laptop Number _____

Accessories _____

Return of Laptop, for Staff

Laptop number _____ and accessories _____
has/have been returned by the user and I have inspected it/them.

Staff initials _____ Date _____ Time _____

The laptop has been:

___ disinfected

___ powered off

___ fully recharged

___ packed in carry case

___ returned to laptop cabinet

Staff initials _____