

## **Laptop Usage Policy**

Laptops may be checked out for use inside the library only by people presenting Grantsburg Public Library cards with fines five dollars or lower. Laptops are checked out at the circulation desk and are subject to the following rules:

If the person checking out the laptop is 18 or older, he or she must sign a laptop Borrower Agreement, which the library will keep on file for future borrowing occasions. If the person checking out the laptop is under 18, a parent or guardian must sign a laptop Borrower Agreement on behalf of the minor.

A laptop is available on a first-come, first-served basis and cannot be reserved. Staff can spend only brief periods of time assisting a patron one-on-one with how to use the laptop; a borrower should either already know how to use the device or be able to teach himself. A borrower must also comply with the library's Internet Usage Policy and should be aware that the library's Wi-Fi connection is not secure and any personal information recorded on a library laptop is at risk for unauthorized access.

Checkout period is two hours, at which time the laptop must be returned to the desk from which it was checked out. If no one is waiting to use the laptop it may be checked out again for another two hours. If the laptop malfunctions while a patron is using it, the patron must immediately alert someone at the desk. Do not attempt repairs, adjustments or alterations of any kind. The laptop must be returned to the desk no later than 30 minutes before the library is to close, regardless of the time it was checked out. The laptop should be returned to the desk still powered ON. It will be checked for damage before it is discharged from a patron's library card.

A borrower's files on a library laptop will be automatically erased from the device when it is shut down. To preserve files, a borrower should save them on a USB flash drive or email them to themselves.

The borrower is responsible for any damage done to the laptop, as well as theft if the borrower leaves the device unattended. The full-replacement cost for the laptop (including accessories and software) is \$750.

If a patron removes a laptop from the library, the fine is \$25 per day and suspension of all library borrowing privileges until the laptop is returned. Failure to return a laptop to the library constitutes theft and the library will pursue prosecution to the fullest extent of the law.

# Laptop and iPad Borrower Agreement

I, \_\_\_\_\_,

Print Full Name

hereby acknowledge that I have read and understand Grantsburg Public Library Laptop Usage Policy and agree to abide by all the rules and procedures in it.

I further acknowledge that Grantsburg Public Library laptops may be used only inside the library, and removal of a laptop checked out to me constitutes theft, over which the library may pursue prosecution of me. I also agree to be responsible for any damage that occurs to the device while it is checked out to me, including theft from inside the library if left unattended.

I further acknowledge and agree to abide by the library's Internet Usage Policy.

I further acknowledge and agree that failure to abide by the library's Laptop Usage Policy may result in the library's refusal to permit me or any child I authorize below from borrowing laptops in the future.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grantsburg Public Library Card Number

## **For Parents/Guardians of Children with Grantsburg Public Library Cards:**

I hereby authorize the following child (or children) to borrow a library laptop for use inside the library and I agree to be bound by the terms of this Agreement and to be responsible for any damage or theft that occurs to the device while it is checked out to my child/children:

\_\_\_\_\_  
Print Children's Full Names and Current Age