

## REDFIELD CARNEGIE LIBRARY LAPTOP USE POLICY

There is one laptop available for use inside the library only. It is available on a first-come, first-served basis. It has wireless networking and may be used anywhere within the library's public use space. All Internet access on the Wi-Fi network is filtered. Users are responsible for the laptop while it is in his/her possession. Library staff are not responsible for any damage or loss while it is checked out to the user.

Use is limited to people age 14 or older. People age 14-18 must have a parent or guardian sign the Laptop Use Policy. Persons older than 18 must sign this document as well. Users must either have a valid library card (with no fines of \$10 or more on record), or provide a current and valid identification. The Laptop Use Policy must be signed each time a laptop is used. No person, other than the current user assigned to it, may use the laptop. Individuals have no rights or guarantees to the use of a laptop. Usage is at the sole discretion of library staff.

Minimal computer assistance in using the laptop will be provided as time allows. Staff must insure continuation of other reference services as well.

No user is allowed to leave the laptop unattended at any time during use. Users are responsible for any damage, loss, theft or accident that occurs to the laptop while it is assigned to them. **Replacement costs for a laptop will be no less than \$2,000.** Leaving laptops unattended will result in the loss of laptop checkout privileges. This also applies if the laptop is taken out of the building at which point law enforcement will be notified.

Users may print documents from the laptop. Cost of printing is posted at the circulation desk.

The loan period for using laptops is 2 hours. Laptop must be returned to the circulation desk upon expiration of the allotted time. Renewals for one hour at a time are allowed if no other person is waiting to use it. If it is time for the library to close, the laptop must be returned to staff at the circulation desk 15 minutes before closing.

Anything saved to the laptop hard drive will be automatically erased when the unit is powered down or the time limit is restarted. **USERS CANNOT SAVE INFORMATION TO A DISK, FLASH DRIVE OR CD.** No devices are allowed to be inserted/attached to the laptop. Personal software cannot be loaded onto the laptop.

No user is allowed to trouble shoot or attempt to fix a problem with the laptop. A

unit that is malfunctioning or is not responding to keyboard input must be returned to the staff at the circulation desk. Any attempts to tamper with the security features will result in the suspension of borrowing privileges and possible fines.

Redfield Carnegie Library is not responsible for information accessed using this device or for personal information shared over the Internet. Laptop borrowers are required to follow safe Internet practices and agree to refrain from online activity that violates Federal, State or local laws.

**WARNING: This wireless service is an open network provided for your convenience, and you use it at your own risk. It is available to the public, and is NOT INHERENTLY SECURE. The library does not and cannot guarantee the privacy of your data and communications while using this service. Any information transmitted over this network may be viewed by others.**

As a participant using the laptop, I agree to abide by the policies and procedures listed in this document, today and going forward. By signing this, I acknowledge that I am legally bound to adhere to all parts of this policy.

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(signature of user) -----  
(date)

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(print name of user)

Patron Barcode Number: \_\_\_\_\_

Identification of non-patron: \_\_\_\_\_

(type of ID)

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(ID number)

Staff name: \_\_\_\_\_

Above terms and conditions may be changed as needed by the librarian.