

## **Durham Public Library Laptop Computer Lending Policy**

The Library owns three laptops which are equipped with Windows 10, Microsoft Office software, and Wi-Fi capability which can be borrowed by Library patrons for in-library use. This policy outlines the guidelines for borrowing these laptops.

### **Loans and Holds**

Laptops are available for **IN LIBRARY USE ONLY**.

Laptops are available to Connecticut library card holders ages 18 and up with fines of less than \$10.00.

Patrons must be 18 years old to borrow a laptop, and must provide both a valid Connecticut library card and a photo ID showing their age. The ID will be held at the Check Out Desk until the laptop is returned and inspected.

Laptops are available on a first-come, first-served basis, and only one laptop may be checked out at a time.

Laptops may be borrowed for a maximum of 2 hours at one time. If there is no demand, the patron may extend the loan for 2 hours for a total of 4 hours per day.

At the time of checkout, patrons must sign a Laptop Use Agreement, acknowledging the Library's Laptop Computer Lending Policy.

The Library reserves the right to refuse lending to patrons who abuse equipment or who repeatedly return laptops late.

Laptops must be picked up and returned at the Durham Public Library directly to a staff member at the circulation desk.

Laptops must be returned at least 15 minutes prior to closing.

A mouse and an electrical cord will be provided if you need to plug into an electrical outlet. Please do not stretch power cords across traffic areas.

### **Laptop Use**

Patrons are responsible for the proper care and use of the laptop computer. We recommend that patrons have a basic working knowledge of the device on checkout.

Patrons using these computers must abide by the Internet Safety Policy.

The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the laptop and its connection to other electronic devices, or data loss resulting from use of the laptop. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

## **Loss or Damage**

Under no circumstances should a borrower leave a laptop unattended when checked out. The Library is not responsible for a lost or stolen laptop once in the borrower's possession.

Laptops not returned by the Library's closing time will be considered lost and the patron will be charged the full replacement cost for the item.

Patrons will be charged the replacement cost if a charging block or mouse is lost or damaged.

Adopted: May 2023