

Marian J. Mohr Memorial Library

Laptop Loan Policy

Adopted by the Marian J. Mohr Memorial Library Board of Trustees, Dec. 7, 2011

Laptops are available to extend the Libraries' Internet service and to offer the use of pre-installed software licensed for use on the machines.

Eligible Laptop Users:

- Registered OSL cardholders in good standing (no lost or excessive overdue materials and no library fines of \$5.00 or more).
- User must be 18 years of age or older (under 18 will require the permission of a guardian).
- Have read and signed the laptop loan agreement.

Loan Periods and borrowing policies:

- Patrons must sign a laptop loan agreement.
- Laptops will be checked out on the patron's library card.
- The license of the user (18 years of age or older) will be held at the Circulation Desk while the Laptop is loaned.
- Patrons under the age of 18 will require a guardian to check out the laptop.
- Laptops are for use within the library only and cannot be removed from the facility. Laptops will not be left unattended for any reason.
- Laptops are available for use for ½ hour if other patrons are waiting; otherwise, there is no time restriction.
- When finished users must return the laptop to a staff member at the Circulation Desk. Users should allow time for the laptop to be properly inspected so that it will not be rushed.
- All laptops must be returned to the Circulation Desk 15 minutes before closing.
- Laptop users are expected to act in a lawful and respectful manner, and are required to adhere to the conditions of the Marian J. Mohr Library's Computer Use Policy and Agreement.
- The patron to whom the laptop is checked out will be responsible for any loss or damage of the laptop and its accessories during his/her session. The patron will be liable for any costs due to damage or loss of the laptop up to and including the replacement cost of the laptop.
- Printing from laptops is available. Printouts must be paid for and released at the Circulation Desk; 10 cents per page for black & white, 50 cents per page for color.
- Note that library program use of the laptops is given first priority.
- Any document saved to the laptop's memory will be lost upon restarting. If you need to save your work you should email it to yourself or use a thumb drive or other personal storage.
- Keep food and drink away from the laptop.

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Laptop Loan Agreement

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I agree that by borrowing a laptop computer from the Marian J. Mohr Memorial Library that I am responsible for the computer and all accessories. I will reimburse the library for any damages if the laptop or any software is damaged, lost or stolen while checked out to me.

I agree that the laptop is for use within the library only, and cannot be removed from the facility.

I agree that I must return the laptop to a staff member at the Circulation Desk when I am finished.

I agree that I must adhere to rules set forth in the Mohr Library's Laptop Loan Agreement.

By signing this document, I verify I have read and understand the Laptop Loan agreement and the Laptop Loan Policy of the Mohr Library.

Name: _____ Library Card #: _____

Patron Signature: _____ Date: _____

Parent or Guardian: _____ Date: _____
(if patron is under 18yrs. old)

<p>Staff Use</p> <p>Laptop#: _____</p> <p>Time Out: _____ Initials: _____</p> <p>Time In: _____ Initials: _____</p>
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