

Laptop Policy

Laptops may be checked out for use inside the library only by people presenting a valid MORE library card.

1. If the person checking out the laptop is age 18 or older, they must sign a Laptop User 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 User Agreement on behalf of the minor.
2. Laptops are available on a first-come, first-served basis and cannot be reserved.
3. The lending period is two hours and may be renewed if no one else is on a waiting list.
4. Staff can spend only brief periods of time assisting a borrower 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 themselves.
5. Borrowers are responsible for the safe-keeping and return of the equipment to the library in good working order and assume liability for the equipment while it is in their care. The borrower agrees to cover the replacement cost if the item is lost or damaged.
6. Library staff will make every effort to document any existing damage; however, if a borrower discovers any pre-existing damage to the laptop, the borrower should notify library staff immediately. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.
7. If a laptop is not returned to the front desk of the library, the user will be charged a \$750 replacement fee.

A borrower's files on a library laptop will be automatically erased from the device when it is shut down.

The 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.

Laptop User Agreement

First & Last Name: _____ Date of birth: _____

Responsible Party Name (if borrower is under 18)

First & Last Name: _____ Date of birth: _____

By signing this agreement, I agree that I have read and understand Somerset Public Library's Laptop Policy and agree to the terms stated in the policy.

Responsible Party/Borrower's signature: _____ Date: _____