

BRADLEY PUBLIC LIBRARY DISTRICT  
PUBLIC USE OF THE LIBRARY POLICY

**SECTION 8: COMPUTERS AND INTERNET**  
**Part 4: Laptop Lending**

Laptops are available for in-library use to extend the Bradley Public Library's Internet service as well as to provide computer and Internet access for group learning and projects.

Eligible laptop user:

- Registered library cardholders in good standing (no lost or overdue materials and no library fines in excess of \$5.00).
- User must be **18 years** of age or older.
- User must have a signed laptop loan agreement on file.

Loan Periods and borrowing policies:

- Laptops are available on a first-come, first-served basis. They cannot be reserved ahead of time. The last check-out time is one hour before the Library closes.
- Borrowers must present a valid adult library card and leave one photo ID at the circulation desk. Credit cards will not be accepted as identification.
- Laptops are for use within the library only and cannot be removed from the Library. Removal of laptops from the Library will be considered theft.
- Laptops are available for use for 2 hours if other patrons are waiting; otherwise, there is no time restriction on usage per day. Laptops must be returned at least thirty minutes before the Library closes. Late return fee is \$5.00.
- Under no circumstances should a laptop computer be left unattended in the library. This is the sole responsibility of the patron who has checked out the laptop.
- Laptops must be returned to a library staff member and checked in before the patron leaves the library. If a laptop is left on the counter and not checked in by library staff, the patron responsible for the laptop will be subject to a \$10 fine and laptop checkout privileges will be revoked. If a laptop is left without being checked in to a staff member and the laptop is stolen, the patron is responsible for the replacement cost of the laptop (\$1,500.00).
- The borrower will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for an amount up to the full replacement cost (\$1,500.00) if the laptop is damaged or stolen. If any technical problems are encountered, the laptop should be returned immediately to the

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Circulation Desk.

- Laptop users are expected to act in a lawful and respectful manner, and are required to adhere to the conditions of the Bradley Public Library District Internet Use Policy.
- Patrons should be aware that wireless connections in the Library are not secure, and should take appropriate caution with personal information while using Library computers.
- The Bradley Public Library District is not responsible for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment.
- The laptops are equipped with software that restores the computer to its initial state when re-booted. Any data saved to the hard drive of any library laptop will be lost upon shut down. Laptops do not have a floppy disk drive; therefore it is the responsibility of the user to bring a data storage device compatible with the computers such as a USB flash drive.
- Printing from laptops is not available. Laptop users wishing to print must save the document externally and print from one of the library's PCs.
- Failure to comply with these policies will result in loss of laptop borrowing privileges.

Approved: March 21, 2012