

BAY COUNTY LIBRARY SYSTEM LAPTOP COMPUTER LOAN POLICY

Laptop computers are available to patrons for in-library checkout at the Alice & Jack Wirt Public Library, as well as the Auburn Area, Pinconning, and Sage branches. Both a Bay County Library System library card in good standing, and a current and valid picture ID, such as a driver's license with information matching that in the library card record, are required for checkout. The picture ID must be left with library staff at the appropriate Public Service Desk until the laptop is returned. Borrowers must be at least 18 years of age. In addition, borrowers are required to read this policy and sign the Laptop Computer Loan Agreement indicating that they have read and understand it and that they accept full responsibility for the return of the laptop to the same checkout desk in a timely manner and in undamaged condition. Borrowers are reminded that laptops are expensive and that the Bay County Library System takes seriously its responsibility to protect this equipment and recover costs should damage or theft occur.

In addition to complying with the Bay County Library System Computer Use Policy, all laptop users are required to comply with the following:

- ❖ Laptop computers must be used inside the library and cannot be removed from the library under any circumstances. The loan period is 4 hours. Checkout can be renewed if no one is waiting. After a renewal, and upon request for a laptop by another borrower with none other available, library staff may require that the laptop be returned.
- ❖ Laptop computers must be returned to the same Public Service Desk from which they were checked out 15 minutes before closing.
- ❖ Laptop computers may not be used for any illegal purposes.
- ❖ Work may not be saved on the laptop's hard drive. Instead, it can be saved to the borrower's flash drive, DVD or CD. CD's are available for purchase for \$1.00.
- ❖ Copying, removing, or modifying software from the laptop is prohibited. Any modifications to the hardware or system settings are also prohibited.
- ❖ Patrons who check out laptops are fully responsible for their use and condition upon return. Allowing use by others is discouraged.
- ❖ The borrower will be held responsible for any damage or theft, up to replacement cost, or even criminal prosecution.
- ❖ Malfunctioning equipment should be reported to library staff immediately.
- ❖ Abuse of this policy, as determined by library staff, may result in suspension or revocation of borrowing privileges.

11/18/09 board approved