

Wells Public Library Laptop Lending Policy

The Library owns two laptops which are equipped with Windows 7, 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. Patrons using these computers must abide by the Computer Use Policy and Wireless Guidelines. These computers are primarily available to Ancestry.com users and other users who wish to research articles via DigitalMaineLibrary. These computers may not be checked out to search the internet, use social media such as Facebook, or check e-mail.

How to Borrow a Laptop

- Patrons must have and present a valid Wells Public Library Card to borrow a laptop.
- Patrons must be 18 years old to borrow a laptop and must provide 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 barcoded and must be checked out to the patron using their WPL card.
- Laptops are available on a first-come, first-served basis, and only one laptop per patron may be checked out at a time.
- Laptops may only be used inside the library.
- 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.
- If patrons are waiting, the laptop must be returned at the end of the 2-hour loan period.
- 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.
- Limited technical support is available through the library's staff. Borrowers must have familiarity with using computers and the software on the laptops.

Patron Responsibility for Laptop

- Patrons are responsible for the laptop while it is checked out to them. Patrons must not leave laptop unattended, and agree to be responsible if laptop is lost, stolen or damaged while in their care.
- Patrons must return the laptop in the same working order and condition as when it was received. No additional software may be downloaded or installed on the laptops, nor should changes be made to their system configurations.
- No food or drink is allowed while the laptop is in your possession.
- Any loss or damage of the laptops should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptops.
- Borrowers must not engage in any illegal activities such as hacking, pirating, downloading illegal materials, etc. or in any activities inconsistent with the library's Internet Use Policy and the Wireless Guidelines. Borrowers attest that they have read and will adhere to these policies.
- Failure to return laptop on time will result in suspension of future laptop privileges.

Wireless Printing and Saving Data

- Wireless printing is available at the rate of 15 cents per printed page. In order to print you will need the password that you created when logging in to our SPOT system.
- Borrowers wishing to save files or data must save them to a USB flash drive, to personal data storage areas on the internet (in the cloud) or to personal email accounts. All personal files will be wiped clean upon laptop’s return.

Replacement or Damage Charges

Borrowers are responsible for loss, damage, and theft of the laptop while in their possession. Borrower should verify the condition of the laptop at the time of check out and upon check in. Borrowers are responsible for the full amount of repair or replacement charges. Currently, replacement/damage charges are:

Laptop \$500

Battery \$150

AC Adapter/Power Cord \$100

I agree to adhere to these policies and will assume all costs associated with loss or damage to the laptop while it is in my possession. I understand that the library’s wireless network is not secured, and I assume all risk for any information I send or receive. I will adhere to all library policies. Violation of any of the above policies may result in suspension of laptop borrowing privileges as determined by Library Director.

Printed Name

Date

Signature

Staff Initials & Time of Check out: _____

Staff Initials & Time of Check in: _____