

EASTON PUBLIC LIBRARY
LAPTOP POLICY/LOAN AGREEMENT

The Easton Public Library makes laptops available to patrons to check out for home/remote use. Laptops may be borrowed by Library users who are at least 18 years of age and who have active Library cards. Borrowers are required to sign the Library's Laptop Loan Agreement.

The Easton Public Library is not responsible for any damages resulting from patron use of the laptop, including, but not limited to data loss; identity theft; invasion of privacy; or any other damages which may result from access to and use of the internet. Laptops shall not be used to transmit or receive any illegal, defamatory, or obscene materials. The Library cannot accept responsibility for the quality, accuracy, or currency of information accessed via the Internet.

Laptops may only be checked out from and returned to the Easton Public Library Circulation Desk, in person. The laptop and all associated components must be returned in the condition in which they were borrowed. Laptop users and a Library staff member will go over the laptop and all of its peripherals at check-out and check-in to make sure everything is in working order. All components of the laptop must be returned at the same time. The laptop is not considered returned until all parts have been returned. If the laptop is not returned, the borrower will be charged a replacement cost of \$750.00. By agreeing to borrow the laptop, the borrower is agreeing to take full responsibility for the physical equipment on loan, as well as any and all issues or damages resulting from the use of the device. Borrowers must report any laptop malfunctions and/or problems to Library staff immediately.

Laptops will circulate for 14 days. No holds or renewals are allowed. Laptops are protected by Deep Freeze that returns the laptops to Library setting and does not save any work, upon Shut Down. Patrons should save any work on a USB flash drive. Users may not load their own software on to Library laptops.

Laptop Loan Agreement

I, _____, have read and understand the conditions and regulations described in the Easton Public Library Laptop Policy. In the event of loss, theft, or damage while checked out in my name, I understand that I am financially responsible for the laptop and its components. I agree to abide by these policies.

Signature _____ Phone Number _____

Email _____ Date _____