In-house Laptop Loan Policy

Eligibility:
- Laptop computers owned by Burlington Public Library are available to registered library patrons, 17 years of age or older, whose accounts are in good standing.
- Patrons must leave with library staff a valid driver’s license, passport, state issued ID or current student ID that matches the patron's library card during the time the laptop is being used.

Usage:
- Laptop computers can be checked out for a 2 hour period at the Reference Desk. Laptops can be renewed for additional 2 hour periods by bringing them to the Reference Desk unless there is another patron waiting to borrow the laptop.
- Laptops are due 20 minutes before closing, regardless of when they are checked out.
- Laptop computers may only be used in public spaces in the library.
- Under no circumstances should a laptop be left unattended. Leave the laptop with a staff member at the Reference Desk if a quick break is needed.
- No food or drink is allowed when working on the library’s laptops.
- All user data is deleted when the laptop is restarted.
- Users of laptop computers must abide by Burlington Public Library's Internet Acceptable Use Policy.
- Borrowers may not change laptop settings, download software, alter existing software or save to the laptop’s hard drive.

Fines/Fees/Responsibilities:
- Laptops must be returned to a staff member at the Reference Desk and be 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 charged a $10 fine and future laptop checkout privileges will be revoked.
- Laptops not returned to Burlington Public Library's Reference Desk will be marked lost and the patron who checked out the laptop will be charged for a full replacement cost of $700.00. A lost or damaged power cord is $20.00 and a mouse is $12.00.
- The borrower assumes any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse.
- Misuse of Burlington Public Library's laptops will result in revocation of laptop privileges.
By signing below, I agree to the terms of the Laptop Loan Policy as stated above.

Patron signature __________________________ date________________________

Patron name:_________________________ Library Card #____________________

Patron’s Address ___________________________ Type of ID held:______________

Check out time: ______________ Renewal ______________ Check in time____________

Computer #_________ Power cord___________ Mouse_________________

Returned _________  _________  _________  _________

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as needed.

BOARD OF TRUSTEES (In-house Laptop Loan Policy)  DATE

___________________________________________ Chairman __________

___________________________________________ Vice-Chairman __________

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Reviewed December 12, 2019