Laptop computer use policy

1. Persons using library laptop computers must be at least 16 years of age, and must register using their current government-issued ID at the reference desk. Library staff will hold the ID until the user returns the laptop computer, and the computer has been determined to be undamaged.

2. All users must read and sign this Laptop Computer Use Policy before using a laptop. This use policy must be signed each time a laptop computer is used.

3. Library laptops must be used within sight of the reference desk, and may not be removed from that section of the library. Library staff may assign seating for laptop users to facilitate control and management of laptop checkouts.

4. No person other than the user assigned to the library laptop may use that laptop.

5. No user may leave a library laptop unattended at any time. Users are responsible for any damage, loss, theft, or accident that occurs to the laptop while it is assigned to them. Replacement costs for a laptop will be no less than $2000.

6. The same rules apply to library laptops as apply to all other public workstation usage in the library to include time limits and other usage rules.

7. All laptops must be returned to the reference desk within 5 minutes of the expiration of the user's allotted time. At the end of the service day, all laptops must be returned to the reference desk 30 minutes before closing. Overdue fines will be assessed at the rate of $5 per every 10 minutes late in returning the laptop.

8. Anything saved to the laptop hard drive will be automatically erased when the unit is powered down or the time limit is restarted. Users are responsible for saving any desired information to disk, flash drive, or CD. The library does NOT provide these items to users.

9. The library does not provide scanners, flash drives or printers to laptop users. Minimal computer assistance in using the laptop will be provided as time permits. To insure continuation of other reference services, the amount of time available for individual computer instruction is limited.

10. No user may troubleshoot or attempt to fix a problem on the laptop. A unit that is malfunctioning or is not responding to keyboard input should be returned to the reference desk. If available, another unit or workstation will be assigned to the patron.

11. Normally all other public access computer workstations, including stand-up terminals, will be used before library laptops are assigned. Patrons have no rights or guarantees to the use of a laptop. Usage is at the sole discretion of library staff.

WARNING: This wireless service is an open network provided for your convenience, and you use it at your own risk. It is available to the public, and is NOT INHERENTLY SECURE. The library does not, and cannot, guarantee the privacy of you data and communications while using the service. Any information transmitted over this network may be viewed by others.

Laptop Borrower Agreement for Moore Memorial Public Library

As a participant in the library's computer laptop program, I agree to abide by the policies and procedures listed in the Moore Memorial Public Library Public Computer Use Procedures and Laptop computer use policy.

By signing this, I acknowledge that I am legally bound to adhere to all parts of this agreement.

_____   _____
  Signature of Borrower   **Date**

_____
  Name of Borrower (Please print)

Type of Government ID_____

       ID #   _____

Staff initials _____