



BPL Laptop Lending Policy

2020

The Library, at its discretion, will make laptop computers available for patron use outside the library. The Library's laptops may only be used in the immediate vicinity of the Library (on the stoop, at our picnic table or chair, in your vehicle parked in BPL parking). Removal of a Library laptop from the aforementioned area will be considered theft. All applicable laws will apply.

ELIGIBILITY

The borrower must have a current Bradford Public Library card or One Card, in good standing.

LOAN PERIOD/AVAILABILITY

Laptops can be checked out for 90 minutes. The session may be extended if no other patrons are waiting to use it.

Laptop lending will end one hour before the Library closes. The laptop must be returned 30 minutes before closing.

Laptops are available on a first-come, first-served basis. Laptops must be returned to library staff in person.

LIMITATIONS

Each device is configured with a specific operating system and suite of applications. No additional software may be installed or downloaded. Audio or video files must be played with a personal headphone.

Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

Wireless printing is available. Please let the librarian know and we will pass your printed material out to you.

FINES AND LIABILITY

Under no circumstances should a borrower leave the laptop unattended. The library will not be responsible for a lost or stolen laptop signed out to a patron. It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop during the period it is checked out, or its replacement costs should it be damaged, lost or stolen. Library staff will assess laptop issues and charge the user accordingly. **If an unattended laptop is retrieved by a staff member, the borrower's laptop borrowing privileges will be suspended.**

The borrower must return the laptop to a BPL staff member at the end of the checkout period. A patron's privilege to check out a laptop may be suspended if the patron fails to return loaned equipment by the time due. Laptops not returned by library closing time will be considered stolen.

The borrower is responsible for verifying the current physical condition of the laptop and that it is in working order when it is checked out. Please report damage, non-working laptops and laptops with any objectionable material downloaded on them immediately.

The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, the user must comply immediately. Failure to comply may result in loss of computer privileges. No filtering (blocking software) is used on these computers.

TROUBLESHOOTING PROBLEMS AND QUESTIONS

If patrons experience problems with laptop hardware or applications or have questions, they should ask a BPL staff member. Library staff may not always be available to provide technical support.

The borrower will be financially responsible for any damage to a laptop if he/she tries to troubleshoot problems and damage occurs.

DISCLAIMER

The Library is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.

The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. The library laptop is using current anti-virus software, but cannot guarantee protection against all viruses. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. Users wishing to save files they have created must back them up to USB drives or personal internet based accounts. All created files will be wiped clean after a session ends by software that is in use on the laptop.

BPL Laptop Lending Agreement

By signing below, I attest that I am 18 years of age and I agree to the following statements: I have read and understand the policy for borrowing a Bradford Public Library Laptop. I accept full responsibility and liability for the cost of repairing or replacing this Laptop if it is lost, stolen or damaged while checked out in my name. I understand that the replacement cost for the Laptop will be \$250.00.

Your Signature _____ Date _____

Print Name
Clearly _____

**This agreement will be kept on file for 60 days for patron's future use.*

BPL Laptop Lending Agreement

By signing below, I attest that I am 18 years of age and I agree to the following statements: I have read and understand the policy for borrowing a Bradford Public Library Laptop. I accept full responsibility and liability for the cost of repairing or replacing this Laptop if it is lost, stolen or damaged while checked out in my name. I understand that the replacement cost for the Laptop will be \$250.00.

Your Signature _____ Date _____

Print Name
Clearly _____

**This agreement will be kept on file for 60 days for patron's future use.*