

## **LAPTOP LENDING POLICY**

**Adopted Date: September 2009**

**Review Date: September 2011**

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**Wainfleet Township  
Public Library**

### **Introduction**

The Wainfleet Township Public Library makes laptops available in-house to library card holders to assist in their research, networking, document and presentation production needs. Laptops are provided according to availability.

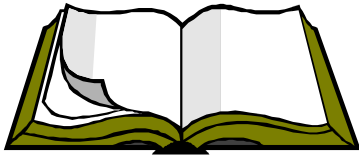
### **The following rules and regulations apply:**

1. Laptops may be borrowed by library card holders in good standing (i.e. no fines over \$10.00 outstanding) and over the age of 18 who are required to sign the Laptop Lending Agreement. Laptops do not leave the building.
2. The loan period is up to three hours depending on demand for in-library use.
3. Laptops may be reserved up to 3 days in advance. On the actual day of lending, those that have not been reserved may be booked on a first come, first served basis for in-library use.
4. Each laptop will be equipped with operating software and a standard suite of Microsoft Office products. Each laptop has a built in Wi-Fi modem. No additional software may be installed or downloaded. Use within the library does not require an access code. In addition each laptop comes equipped with a mouse, and electrical cord.
5. Printing is available by arrangement with Circulation Desk Staff at the current posted rate for printing and photocopying.
6. The library does not assume responsibility for lost or corrupt files for any reason, such as hardware failure or network interruption. Users wishing to save files they have created must back them up to disks, USB sticks or personal e-mail accounts. All created files will be wiped clean on the laptop's return.
7. Very limited technical support is available through the Circulation Desk and only during library's open hours. Users attest that they have basic familiarity and comfort with the software they will be using.

8. Renewals may not be reserved in advance and must be made in person at the Circulation Desk.
9. Laptops must be returned in person. Borrowers are advised to wait until the laptop is checked and the sign-out sheet returned with the signature of the library staff member on duty at the Circulation Desk.
10. Fines are \$3.00 per hour past time due for in-library use.
11. The borrower assumes full responsibility for the cost of repair or replacement in the event that the laptop is lost, stolen, or damaged while loaned to the borrower.
12. The library's Internet Use Policy applies to laptops used in the library. Borrowers attest that they have read and will adhere to the Policy.
13. No guarantees of availability.

**Related Documents:**

- 1. Internet Use Policy**
- 2. Laptop Lending Agreement**



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## Laptop Lending Agreement

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I have read and understood the Wainfleet Township Public Library's Laptop Lending Policy and the Internet Use Policy and agree to adhere to the terms and conditions contained therein.

*Patron must be 18 years of age or older and have a current Library Card.*

\_\_\_\_\_  
Print Name (First & Last)

\_\_\_\_\_  
Library Card #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Laptop Loaned

Damage to Laptop		
Type of Damage	Loaned Out	Returned
Cracked Screen	Yes / No	Yes / No
Scratches on Screen	Yes / No	Yes / No
Broken USB Tab	Yes / No	Yes / No
Missing or Broken Keyboard Keys	Yes / No	Yes / No
Mouse (present)	Yes / No	Yes / No
Charger (present)	Yes / No	Yes / No
Any Other Damages	Yes / No	Yes / No
If yes to any of the above, please describe:		

***Please ensure laptop is still on when returning.***

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Staff Signature