

CHICAGO RIDGE PUBLIC LIBRARY LAPTOP LOAN & USE POLICY

Purpose

The Chicago Ridge Public Library has laptops available for patrons to check out for personal use inside and outside the library. Each Dell Latitude E5400 laptop has Windows 7 Professional, Microsoft Office 2007, and Wi-Fi capability.

Loan Policy

- Laptops are available on a first-come, first-served basis to Chicago Ridge Public Library patrons 18 years of age or older with a valid Chicago Ridge Public Library card in good standing (not expired and fines not over \$5.00).
- Patrons may have only 1 laptop checked out at a time on his or her library card.
- Laptops may be borrowed for a 2 week loan period.
- Laptops can be renewed for an additional 2 weeks by phone, maximum of 1 renewal, if no one is waiting to borrow one.
- Laptops must be returned in person to the Adult Services Desk. Do not return the laptop in the outside or inside book drops because it will get damaged and you will be fined. Borrowers are advised to wait until the laptop is checked and the library's copy of this Laptop Loan & Use Policy is returned with the initials of the staff member on duty.

Use Policy

- The Chicago Ridge Public Library shall not be liable for any claims relating to the use or functioning of the hardware or software included with the borrowed laptop and accessories.
- The Chicago Ridge Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
- The Chicago Ridge Public Library is not responsible for personal information that is shared over the internet.
- Borrowers may not install software on the laptop, download or copy software to or from the laptop, nor deliberately attempt to modify the laptop in any harmful or malicious way.
- The Chicago Ridge Public Library shall not be held responsible for any documents or data stored on the computer by the patron.
- All files saved on the hard drive will be erased each time the computer is restarted or turned off.
- Patrons should save files to a personal flash drive, CD-R/RW, DVD-R/RW, or export them via the Internet to personal accounts. Flash drives are available for \$10.00 at the Circulation Desk.
- The Chicago Ridge Public Library shall not be responsible for damage to any removable drive or disc or for lost or corrupted files for any reason, such as malfunctioning hardware or software or network interruptions.

Patron Assistance and Instruction

- Users are expected to have a basic working knowledge of computers, the Internet, and the installed software.
- Refer to the included Helpful Hints Guide for using the laptop (in the laptop bag).
- For additional computer, Internet, and Microsoft Office basics help, schedule a Book a Librarian session with an Adult Services staff member.
- Please report any technical problems or equipment malfunctions to Adult Services staff. The borrower will be financially responsible for any damage to a laptop if the borrower tries to troubleshoot problems.

Fines and Replacement Costs

- Overdue fines are \$1.00 per day, not to exceed \$10.00.
- Laptops and accessories not returned after 10 days overdue will be declared lost and you will be billed for replacement.
- The replacement cost of the Dell Latitude E5400 laptop is \$100.00 plus accrued overdue fines.
- Battery (inside laptop): \$50.00
- Power Cord: \$25.00
- Surge Protector: \$7.00
- Mouse: \$10.00
- Case: \$15.00
- The fine for returning a laptop to the book drop is \$5.00 plus the cost of any damage.

Laptop Loan Agreement

I accept full responsibility for the laptop computer and accessories that I am borrowing. I understand that I am responsible for the cost of replacing this laptop if it is damaged, lost, or stolen while it is checked out to me.

By signing this agreement, I verify that I have read and understand the Chicago Ridge Public Library’s Laptop Loan & Use Policy and I agree to adhere to the terms and conditions contained therein.

Borrower’s Name (printed): _____

Borrower’s Signature: _____ Date: _____

Borrower’s Library Card Number: _____ Staff Initials: _____

Laptop Barcode: 3101100 _____

Laptop Check-Out Checklist

Physical inspection by staff
Fill in all blanks and initial

Laptop _____
 Battery _____
 Power Cord _____
 Surge Protector _____
 Mouse _____
 Case _____
 Staff Initials & Date _____

Laptop Check-In Checklist

Physical inspection by staff
Fill in all blanks and initial

Laptop _____
 Battery _____
 Power Cord _____
 Surge Protector _____
 Mouse _____
 Case _____
 Staff Initials & Date _____