

Upper Saddle River Public Library **Laptop Computer Lending Agreement**

Borrowing, Use and Care

- The Library has laptops for use by Upper Saddle River cardholders only. Laptops may be checked out at the circulation desk *for use inside the library* only by patrons presenting a library card in good standing.
- Computer use is initially limited to a 60 minute session. If no one is waiting to use a computer at the expiration of your session and with permission from the reference librarian, you may use the computer for an additional 30 minutes. There is a 90 minute daily limit for public computer use.
- If the device malfunctions while a patron is using it, the patron must immediately alert someone at the circulation desk. Do not attempt repairs, adjustments or alterations of any kind.
- The device must be returned to the desk no later than 15 minutes before the Library is to close, regardless of the time it was checked out. The laptop should be returned to the desk still powered ON. It will be checked for damage before it is discharged from a patron's library card.
- The borrower is responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
- If a patron removes a laptop from the library, the fine is \$25 per day and suspension of all library borrowing privileges until the device is returned. Failure to return a laptop to the library constitutes theft and the library will pursue prosecution to the fullest extent of the law. The replacement cost of the laptop is \$600.
- The library laptops are shared. The borrower is responsible for signing out of all accounts and deleting all files/downloads before returning the laptop.
- Users must supply their own electronic storage devices and assume the risks inherent in saving from a publicly-shared workstation. The Library is not responsible for any damage done to Library users' data, hardware or software by any virus, malware or other harmful code that may have been contracted on or through Library equipment.
- As with all electronic devices, the Borrower is expected to use care when handling a laptop. Contact with liquids or exposure to extreme temperatures will damage the laptop. Avoid dropping the laptop.
- The Borrower may not alter software or settings, tamper with hardware, or attempt to open, repair or modify the laptop in any way.
- The borrower will NOT use the laptop to engage in any unlawful activities, including but not limited to: disrupting other uses/services/equipment; engaging in any form of harassment; disseminating computer viruses, malware, or spyware; accessing child pornography; violating copyright laws; and/or attempting to gain unauthorized access or to make unauthorized entries into computer(s) or other devices belonging to any other person or entity.

Laptop Lending Agreement

Laptop Barcode _____

I understand that I am fully responsible for this laptop and its accessories. If the laptop or any of its accessories are lost, damaged, or stolen, I will pay the replacement costs enumerated in this Lending Agreement. I have read this entire document and my signature indicates my understanding of and consent to the terms of this Lending Agreement.

Borrower's signature

Check out date

Borrower's name (printed)

Date returned

Borrower's Library Card Number

Received by