



## **Adult Services In-House Laptop Use Policy**

### **Circulation Rules**

Library patrons who are at least 18 years of age may check out a Laptop from the Adult Services Desk for up to six hours, **for in-house use only**, subject to availability. All Library Laptops must remain in the building during use and each Laptop is to be used only by the person who checks it out.

To check out a Laptop, patrons must provide their own current Elmwood Park Public Library card and a valid driver's license or state I.D. The library card must be in good standing and registered for a minimum of 30 days. The driver's license or state I.D. will be returned to the patron upon return of the Laptop. Under no circumstances may the person requesting a Laptop use another person's library card as identification.

Laptops are checked out on a first-come, first-served basis; they cannot be reserved.

Laptop checkout is for 2 hours with up to 2 renewals, if no one is waiting, for a total of 6 hours per day.

A fine of \$2.00 will be assessed if the Laptop and all accompanying equipment are returned late. An additional \$2.00 fine will accrue every hour until returned.

All Laptops are due back 30 minutes prior to the Library's closing time. No new checkouts or renewals will be allowed after 7:30 p.m. Monday-Thursday, 4:30 p.m. Friday, or 3:30 p.m. Saturday-Sunday.

### **Policy and User Agreement Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially.

Approved and Adopted by the Library Board of Trustees, July 2017

## In-House Laptop User Agreement

Library patrons who check out a Laptop for the first time must sign the following User Agreement. The Agreement will be kept on file and allow for future use, contingent on patron's continued good standing and current identification.

- I will immediately inspect the Laptop upon checking it out and agree that it is good condition.
- **I will not tamper with hardware or existing software.** I agree to protect this equipment from theft and/or damage. I understand that the Library will investigate any loss of a Laptop or any missing components, and I will cooperate with such investigations. Reports will be filed with Elmwood Park Police Department as needed.
- I agree to immediately inform the staff at the Adult Services Desk if this equipment is damaged, lost, stolen, or malfunctioning.
- I agree to return the Laptop to the Adult Services Desk by the time due and personally give it to an Adult Services staff member before I leave the Elmwood Park Public Library.
- I understand that this equipment is a **2-hour loan** and **cannot leave the Elmwood Park Public Library**. If nobody else is waiting to use the Laptop, it may be renewed twice for a total of six hours, but this has to be done as each two-hour loan period is ending by staff at the Adult Services Desk.
- I understand that even if I have not used the Laptop for a full two hours, I must return it to the Adult Services Desk no later than **30 minutes** before closing. (The Library **closes** at 9 p.m. Monday – Thursday, 6 p.m. Friday, 5 p.m. Saturday, and 5 p.m. Sunday).
- I agree to accept full financial responsibility (up to \$1,500) for failure to return the Laptop and accompanying equipment, and any damage incurred to the Laptop or related equipment through abuse, misuse, or operation contrary to any instructions supplied with the Laptop while it is in my care, or through neglect by leaving it unattended.
- I will not violate any of the policies specified in the Elmwood Park Public Library's **Computer and Wireless Use Policy** and **Patron Behavior and Code of Conduct Policy**. I have read these policies and understand that violations may result in revocation of some or all of my Library privileges.
- I understand that if I am using sound-enabled resources, I must wear headphones.
- I understand that the Library is not responsible for damage to any disk or flash drive, or for any loss of data, damage, or liability that may occur from use of these devices or malfunctioning hardware or software.

Library Laptop privileges will be revoked if a borrower violates any part of this agreement. In addition, if a patron has a current balance of over \$10.00 or seriously delinquent materials, Laptop use may be prohibited.

*I have read all of the statements listed above and I agree to abide by these terms and conditions of use.*

Patron's Printed Name: \_\_\_\_\_ Patron's Signature: \_\_\_\_\_  
Library Card #: \_\_\_\_\_

Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



1 Conti Parkway, Elmwood Park, IL 60707  
708.453.7645 | www.elmwoodparklibrary.org

