

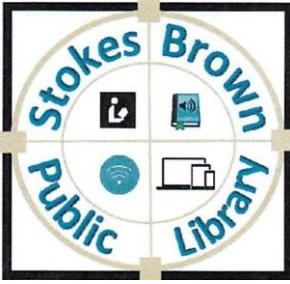


*Serving all of  
Robertson County!*

405 White Street, Springfield, TN 37172

### **Laptop Use Policies**

- Laptops are for **in-library use only**. They cannot be taken outside of the building.
- A time limit of **4 hours** is the maximum checkout time, just like using a Computer Lab PC.
- An SBPL library card with 3 months activity is required to checkout a laptop.
- Laptops have the ability to print wirelessly.
- All laptops have the following software: Microsoft Office 2016 & web browsers
- You must be **18 or older with a library card or valid photo ID** to check out a laptop.
- If you are using a laptop at the end of the day, it must be returned to the Reference Desk 15 minutes before closing time.
- All files and downloads will be deleted when your session is completed. Nothing is saved.
- All laptops are connected to the library's Wi-Fi. Should you require an Ethernet cord, we can provide one for you.
- Patron must leave ID at the Reference Desk when checking out a laptop.
- **Please be mindful if you choose to eat or drink near the laptop.**
- Laptops are available on a first-come, first-serve basis. Staff will not take reservations or keep waiting lists.
- Failure to return laptops to the Reference desk will result in fines and loss of laptop checkout privileges.
- Patrons cannot check out a laptop more than once a day.
- Must have library card **or** photo ID, and fill out the laptop lending agreement **one time to have on file.**
- You will receive a fully charged laptop enough to last the four full hours of checkout.
- If a checked out laptop is found unattended, the patron will lose laptop check out privileges.
- 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.
- If patrons experience problems with the laptop, software, or internet connection, they should ask for assistance at the Reference Desk.
- Laptops cannot be used by anyone other than the card holder who checked it out. Failure to comply will result in loss of laptop checkout privileges.



# Laptop Use Agreement

*Library users who wish to borrow a Stokes Brown Public Library laptop must have a valid library card and complete, sign, and abide by this contract. All users must have a photo ID present to sign this contract.*

I \_\_\_\_\_ agree to follow these rules to borrow a laptop:  
PRINT Full Name Here

1. I will check out the laptop with my own valid Stokes Brown Public Library card in good standing (less than \$5 in fines).
2. **I will keep the laptop in my immediate possession at all times when it is checked out to me. If the laptop is lost or stolen while checked out to me, I understand that I am responsible.**
3. I will return the laptop by the time told to me by the staff member lending the device at the Reference Desk, which will never be later than 15 minutes before closing.
4. I understand that a staff member will inspect the laptop to make sure it is in the same condition as when I borrowed it. I will reserve time before I need to leave so that this inspection will not be rushed. I understand that if there are damages, I will be charged for those damages. This includes damage caused by food or drink consumed near the laptop.
5. I will only use the laptop on the library or on the covered library porch. If I take the laptop off library grounds, I understand that such action will be considered theft and I may be charged the full price of the laptop. Additionally, I may face criminal charges for theft.
6. I will visually inspect the laptop and bring any damages to the attention of the staff member checking it out to me. If I choose to not inspect the laptop, I understand any and all damages found when returned will be my financial responsibility.
7. I understand that any documents saved on the laptop will be lost immediately upon the restarting of the device.
8. I understand that I am responsible for signing out of any site I visit that requires a personal login. I understand that 'cookies' are not automatically deleted and that login sessions must be terminated by me.
9. I will not duplicate, remove, or install any software from/on the laptop

\_\_\_\_\_  
YOUR SIGNATURE

\_\_\_\_\_  
TODAY'S DATE