



## Laptop Lending Policy

This service offers Minuteman Library Network card holders in grade 6 to adult in good standing the option to checkout a laptop for **use inside the Concord Free Public Library's buildings**. All laptops have wireless Internet access, Microsoft Office software, and web browsers. Laptops circulate with a carrying case, power cord/adaptor, mouse, and earphones.

1. Laptops may be checked out to Minuteman Library Network patrons who meet the following requirements:
  - 18 years of age or older (minors in grade 6 and up will need to have a parent or legal guardian complete and co-sign the *Laptop Borrower Agreement* prior to check-out).
  - Submit a current valid government-issued photo I.D. that will be held at the Circulation Department for the duration of the check-out.
  - Maintain a Library account in good standing (no fines or overdue materials in excess of \$10.00).
  - Complete and sign a *Laptop Borrower Agreement*, which will remain on file.
2. Laptops are available for check-out on a first come, first served basis and cannot be reserved. Laptops circulate for up to three (3) hours at a time, with the option of one additional three (3) hour renewal per/day if no one is waiting.
3. Laptops are loaned for **in-library use only and may not be taken out of the building**.
4. Laptop use is non-transferrable. Borrowers must maintain the laptop in their immediate possession at all times. **Laptops must not be left unattended.**
5. The last laptop check-out will be 90 minutes before the library closes and all laptops borrowed must be returned 30 minutes prior to closing.
6. Wireless black and white printing is available from the laptop by emailing [concordlib@hpeprint.com](mailto:concordlib@hpeprint.com) at a cost of .15 per/sheet. Up to 10 attachments per/email can be accommodated with a size limit of 10 MB.
7. Borrowers must comply with the Computer Use and Public Internet Access Policy. Downloading software or otherwise altering the laptop's configuration could result in a loss of laptop borrowing privileges.
8. When listening to audio files laptop users are asked to use headphones, so as not to interfere with the library use or enjoyment of other patrons.
9. Files should be saved to a flash drive or emailed to oneself in order to prevent data loss when the laptop reboots for the next borrower.
10. Borrowers must return the laptop directly to a staff member in the Circulation Department and will be required to wait until the staff person checks the laptop to determine that all equipment has been returned, is in working order and in the same condition as when it was checked out. The laptop will be booted up and checked for functionality prior to completion of the return process.
11. Laptops need to be returned promptly at the end of the borrowing period. Overdue fines will be accrued at \$5.00 for each hour or portion of the hour that the laptop is late.
12. Non-compliance with these policy requirements may result in the termination of laptop borrowing privileges.

*Approved by the Library Committee on June 20, 2017.*