

## **COTUIT LIBRARY LAPTOP CIRCULATION POLICY**

The Cotuit Library provides a collection of circulating laptop computers for interior use. Customers with a valid photo ID, a credit card, and a current full-service library card with no outstanding fines on account are eligible to use the circulating laptop service.

The Library reserves the right to terminate the loan of a laptop at any time, without notice to the borrower if a library employee believes the laptop has been left unattended by the borrower, used in violation of policies, or used in a manner that is likely to damage the machine. The Library also reserves the right to refuse loan of a laptop to any person who has damaged library equipment in the past or used computer equipment in violation of Cotuit Library policies.

### **LOAN PERIODS AND AVAILABILITY**

Library sponsored programs receive first consideration in laptop availability. Laptop computers are available on a first come, first served basis and no reservations are permitted. Laptops circulate for a period of 30 minutes. If no patrons are waiting to use a computer, the laptop use may be extended for another 30 minutes. Laptops are for use inside the library only. Laptops will be checked out until one hour before closing and laptops should be returned to the reference desk 30 minutes prior to closing. Use of the laptop requires the borrower to leave their driver's license and a credit card with the library staff. Once the laptop is returned to the library staff, the id and credit card will be returned to the patron. Only patrons aged 18 and older are eligible for laptop circulation.

### **LIABILITY**

If a laptop is damaged during the patron's use, lost or stolen, the patron agrees to pay \$2,000 or the replacement cost of the laptop, whichever is greater. Customers will be required to sign a responsibility agreement at time of check out.

### **LIMITATIONS OF USE**

- Laptop use is subject to the Cotuit Library Internet Use Policy.
- Laptops may be used only inside the library, but may not be taken into the restrooms.
- Laptops should never be left unattended.
- Only one laptop may be checked out on a library card at a time.
- Only one laptop may be checked out per card/borrower per day.
- Customers should not tamper with the security settings on the laptop. Doing so will result in the loss of borrowing privileges and/or fines.
- Personal software should not be downloaded onto the laptop and no user files shall be retained on the hard drive.

## Cotuit Library Laptop Responsibility Agreement

I agree to the following rules of laptop use:

- Laptop use is subject to the Cotuit Library Internet Use Policy.
- Laptops may be used only inside the library, but may not be taken into the restrooms.
- Laptops should never be left unattended.
- Only one laptop may be checked out on a library card at a time.
- Only one laptop may be checked out per card/borrower per day.
- Patrons should not tamper with the security settings on the laptop. Doing so will result in the loss of borrowing privileges and/or fines.
- Personal software should not be downloaded onto the laptop and no user files shall be retained on the hard drive.

I understand that if the laptop I borrow is damaged during my use, lost or stolen, I agree to pay \$2,000 or the replacement cost of the laptop, whichever is greater.

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Signature

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Date