

**Carthage Public Library District**  
**Laptop Lending Policy & User Agreement**  
**Adopted January 11, 2021**

Laptops are loaned only to established Carthage Public Library patrons, i.e. those who have had a library card with the Carthage Public Library District three months or longer and are in good standing (no lost items or unpaid fines on any of the family member's cards). They are not loaned to reciprocal patrons or through InterLibrary Loan.

Only adult patrons, 18 years and older, may check out a laptop. A minor family member may use the laptop, but the adult is responsible for ensuring it is cared for and used correctly.

Only one laptop may be checked out per household at any given time.

Patrons must sign a users' agreement (See reverse of this page).

Library staff will make a reasonable effort to honor requests to reserve a laptop for use on a specific date. However, the library is not responsible for unfilled reservations in the event that the laptop is not returned on time by the previous patron.

The default lending period is one week; however, the patron may check it out again for a second week if there is no waiting list for it.

Overdue fines will be assessed at \$1.00 per day.

Laptops should NOT be returned in the outside book drop. They must be brought into the library and given to a staff member (not left on the counter or placed in the inside book drop). A staff member will check in the laptop and ensure that it is still in good working order.

The laptops have basic software such as Microsoft Word and other Office products. The Library's printer software has been installed, and wireless printing is available at the library for a fee. The Zoom app has also been downloaded. The Laptops can connect wirelessly to the Internet.

No games or other software or apps are to be loaded onto the library's laptops. Do not alter, delete or copy any software or apps loaded on the laptop or otherwise change its existing software or hardware configuration.

It is recommended that you save your documents to a usb drive or to the cloud (Google drive, Dropbox, etc.). If you do save documents to the laptop, be sure to delete them before returning the computer.

For your privacy, do not have the computer "remember" any of your passwords, and be sure to log out of all accounts.

The Library is not liable if you leave passwords or documents on the computer and they are accessed by another patron.

Patrons should immediately report any hardware or software problems to a Library staff member.

## Users Agreement

Patron is responsible for the safe-keeping and return of the laptop and accessories to the library in good working order. The library is not responsible for any costs incurred while the patron is using the computer, or for the loss of any documents. Damages and/or missing items are the responsibility of the patron.

The laptop must be handled with care. Please follow these precautions:

- Do not expose the computer to extreme temperatures (example: leaving it in a car when it is very hot or very cold outside).
- Keep the laptop away from water, drinks, and food.
- Wash your hands before use.
- Be careful not to drop the laptop or bang it against a hard surface.
- Do not spray any cleaners directly onto the laptop. You may wipe down the outside of the laptop and the keyboard with a disinfecting wipe, or a paper towel that has been sprayed with cleaner. You may spray a little window cleaner on a soft cloth and use it to wipe the screen.

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If the laptop or any accessories (power cord, case) are lost, stolen, or damaged, I agree to pay \$ 10 power cord; \$ 20 case; \$ 200 laptop. [not sending a mouse]

I have read and agree to the policy and instructions above and on the reverse side.

Patron name (printed): \_\_\_\_\_

Patron signature: \_\_\_\_\_

Date: \_\_\_\_\_

Check-Out Laptop Number: \_\_\_\_\_ Date Due: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

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Return: Date \_\_\_\_\_ Laptop \_\_\_\_ Cord \_\_\_\_ Case \_\_\_\_ Condition assessed \_\_\_\_\_

Checked in on RSA \_\_\_\_\_ Fines paid \_\_\_\_\_ Staff initials \_\_\_\_\_

(Staff – wrap computer bag in a trash bag and quarantine for 1 week with a note)