



Laptop Lending Program

This service allows library card holding patrons in good standing to checkout a laptop for use inside of the library. Laptops have wireless internet access, Microsoft Office software, and web browsers. For more information talk to a staff person or visit the library's webpage at: www.berkeleypubliclibrary.org or call 510-981-6100 for more details.

- Laptops are for **in-library use only**. Laptops will stop working if removed from the building.
- Laptops and Desktop computers can be used for a total of two hours daily combined.
- Laptops have the ability to print to the libraries public print stations.
- Laptops have the following computer programs:
 - Internet Explorer
 - Mozilla Firefox
 - Microsoft Office
 - Adobe Acrobat Reader

Borrowing Procedures

- You must have a Berkeley Public Library card account in good standing. Library Accounts are blocked from use when they have fines in excess of \$10.00.
- You must read, understand and sign the Berkeley Public Library Laptop User Agreement.
- For children ages 13 and younger the Laptop User Agreement must be signed by the parent/legal guardian listed on the child's library card account. This must be signed at the Circulation Desk in the presence of a library staff member.

Loan Periods and Use Procedures

- Laptops can be borrowed for **in-library use only**.
- Laptops can be borrowed for up to two hours at a time.
- Laptops cannot be loaned to anyone but the card holder. Patrons cannot use a friend or family member's card to borrow a laptop.
- If you cannot log in, please bring the laptop to the desk from which you checked it out.
- A basic knowledge of computers is required. Staff can provide you with only simple instructions and assistance; written material on some common functions is available.
- Return the laptop after your session is over to make it available for the next user.
- If you are using the laptop at the end of the day it must be returned to the Circulation Desk 15 minutes prior to the library closing.
- No laptops can be borrowed 30 minutes prior to the library closing.
- Failure to return laptops within 10 minutes of the due time on 3 occasions will result in the suspension of laptop borrowing privileges for a period of 3 months.
- There are no floppy drives on the laptops. You must use a personal USB device to save your work.
- All files and downloads will be deleted when your session has been completed.



Laptop User Agreement

Library users who wish to borrow any of the Berkeley Public Library's laptops 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. In the case of a child 13 years or younger, both the child and the parent/legal guardian must be present with a valid photo ID.

I, _____, agree to follow these rules to borrow a laptop computer from the
Please print name

Berkeley Public Library:

1. I will check out the laptop with my own **valid Berkeley Public Library** card in good standing (less than \$10.00 in fines).
2. I will **keep the laptop in my immediate possession** at all times when it is checked out to me. I will not ask anyone else to guard the laptop for me for any reason. **I will never leave the laptop unattended, even for a moment. 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 library staff member lending me the laptop, which will never be later than 15 minutes before the library is closing.
4. I understand that a library staff member has to inspect the laptop and 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 my library card account will be charged for those damages.
5. If I fail to return the laptop before the library closes I will pay the cost to replace the laptop, which is \$915.00. All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.
6. I will **only use the laptop inside the Library**. If I remove the laptop from the library, I understand that such action will be considered theft and I will be charged the cost to replace the laptop. Additionally I may face criminal charges for theft.
7. I will **visually inspect the laptop** and bring any damages to the attention of the staff person checking it out to me. I will return it in the same condition as it was when I borrowed it. I will **pay** whatever it costs the Berkeley Public Library **to repair any damage** that happens to the laptop while it is checked out to me.
8. I understand that any documents saved on the laptop will be lost immediately upon the restarting of the laptop.
9. 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.
10. I understand that I must keep all food and drinks away from the laptop.
11. I will not duplicate, remove, or install any software from/on the laptop.

Signature

Date

For Staff: Input in the Note Field in all Caps: **LIBRARY LAPTOP USER**, your initials, and today's date.