



## 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](http://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.