

# Poestenkill Library Policies & Procedures

## Poestenkill Laptop Loan Agreement

I, \_\_\_\_\_, understand that by borrowing a laptop from the Poestenkill Library I am responsible for the computer and all its components (hardware and software). I will reimburse the Library for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to me. The replacement cost of a laptop will be based on current market value.

I understand that the laptop is for in-facility use only. I will not leave the laptop or its components unattended in the library. If, for any reason, I have to leave the library while the laptop is checked out to me, I will leave the laptop with a staff person at the Circulation desk until I am able to continue using the laptop in the library building.

I agree that I will not alter any settings or configurations on the laptop, nor will I save anything to the hard drive of the laptop. Documents may be saved to a personal flash drive/memory stick.

I understand that the loan period for borrowing a laptop is one half (1/2) hour. I also understand that laptops must be returned to library staff at least thirty (30) minutes prior to library closing. The power must be kept on when returning a laptop.

I understand that when the loan period has elapsed I must return the laptop to a staff member at the circulation desk, unless permission is granted for an extension of the time limit. Until the laptop has been placed in the hands of a library staff member and checked in, it is my responsibility.

I understand that the library will not be held responsible for any damage or loss of data or media due to any cause while using a library computer.

I understand that Library wireless connections are not secure, and I will take appropriate caution with personal information while using library computers. I also understand that I am expected to abide by the same Internet Use Policy used for the PC workstations.

By signing this document, I verify that I have read and understand the Laptop Loan agreement and the Laptop Loan Policy of Poestenkill Library.

Name \_\_\_\_\_ Library Card # \_\_\_\_\_  
Please print

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by Poestenkill Library Board of Trustees on February 23, 2009*

## Poestenkill Laptop Loan Parental Consent Agreement

As the parent/legal guardian of \_\_\_\_\_, I give my permission for him/her to use a laptop at Poestenkill Library. I have read Poestenkill Library's Laptop Loan Policy, and understand the stance of the library on laptop use. By signing this, I accept financial responsibility for the computer and all its components (hardware and software). I will reimburse the Library for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to my child. The replacement cost for a laptop will be based on current market value.

It is my responsibility to provide the guidance to ensure my child's use of the library's laptop is both appropriate and safe. It is also my responsibility to share the library's laptop policies with my child clearly, covering these basic rules:

The laptop is for in-facility use only. The laptop cannot be left unattended at anytime in the library.

None of the settings or configurations on the laptop can be altered and nothing can be saved to the hard drive of the laptop. Documents may be saved to a personal flash drive/memory stick.

The loan period for borrowing a laptop is one half (1/2) hour. Laptops must be returned to library staff at least thirty (30) minutes prior to library closing. The laptop must be returned with the power on.

When the loan period has elapsed, the laptop must be returned to a staff member at the circulation desk unless permission is granted to continue using. Until the laptop has been placed in the hands of a library staff member and checked in, it is the responsibility of the patron to which it is checked out or his/her guardian (if under the age of 18).

The library will not be held responsible for any damage or loss of data or media due to any cause while using a library computer.

Library wireless connections are not secure, and appropriate caution must be taken with personal information. The laptop user is expected to abide by the same Internet Use Policy used for the PC workstations.

By signing this document, I verify that I have read and understand the Laptop Loan agreement and the Laptop Loan Policy of Poestenkill Library.

Parent/Guardian Name \_\_\_\_\_  
Please print

Library Card # \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_  
Please print

Child's Library Card # \_\_\_\_\_

