



Laptop Checkout Policy

Patrons who check out a laptop at the Fairfield County Library must first sign an agreement to the following policy:

- I understand that this equipment is a **2-hour library loan** and **cannot leave the building**. I will not take the laptop from the Fairfield County Library.
- I will immediately inspect the laptop upon checking it out and agree that it is in good condition.
- **I will not tamper with hardware or existing software.** I agree to protect this equipment from theft and/or damage. I understand that the Fairfield County Library will investigate any loss of a laptop or any missing components, and I will cooperate with such investigations.
- I agree to accept full financial responsibility for failure to return the laptop and accompanying equipment, and any damage incurred to the laptop through abuse, misuse, or operation contrary to any instructions supplied with the laptop while it is in my care.
- I agree to go to the library Desk immediately if this equipment is damaged, lost, stolen, or malfunctioning.
- I agree to return the laptop to the Desk by the time due and personally give it to a library staff member before I leave the Fairfield County Library. I will return the laptop **no later than 30 minutes before the closing** of the library.
- I will never leave the laptop unattended. If I leave it unattended, I may lose permanently the privilege of borrowing a library laptop.
- I will follow the same practices with this laptop as those specified in the **Fairfield County Library's Computer Usage Policy**.
- Laptop and other computer privileges will be revoked if a borrower violates any part of this agreement. In addition, any blocks on a patron record (overdue books, fines, etc.) will also prohibit laptop borrowing.

Name _____

Signature _____

Date _____ Library Card # _____

Library Laptop Computer Use Guidelines

A limited number of laptop computers are available on a first-come, first-serve basis.

Laptops are available to patrons age 18 and over.

Laptops are available for checkout from the front office. Patrons must sign in with a Librarian. A Fairfield County Library card in good standing is required.

Laptops may be used for a maximum of two hours.

Laptops may only be used in the library. Removal of laptops from the library is considered theft.

Laptops must be returned to the Librarian 30 minutes before closing.

Fines and Fees

- Failure to return the laptop will result in being billed for a minimum of \$750. Fairfield County Law Enforcement may be notified that the laptop has not been returned. If the laptop is returned in good condition, the lost fee or a portion of it may be removed.

Lost or Damaged Laptops

- All damage or loss of equipment will be charged to the patron.
- Patrons are advised not to leave the laptop unattended.

Disclaimer

• The library is not responsible for any damage to user's removable disk (CD, Floppy, Flash Drive, etc.) or loss of data that may occur due to malfunctioning library hardware/software. **You must save your data to the USB flash or thumb drive, or the CD/DVD drive. Any changes made to the laptop configuration and hard drive (C:) are undone upon reboot of the laptop. For this reason, it is very important to save any documents to a removable media such as a thumb/flash drive.**

Printing

- No direct printing is available at this time. Users may use a CD or a flash drive to copy their files and then use a library workstation to print.