

## Bloomfield-Eastern Greene County Public Library MacBook & Equipment Use Policy

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The Bloomfield-Eastern Greene County Public Library offers MacBooks (laptops) for use by patrons within the library. Individual items, such as a slide scanner and microphone are available upon request, too. The computers and equipment are loaned out at the Main/Adult Circulation Desk. The user account is all, and the password is all to login.

In order to use one of the computers or other equipment, you must be at least 18 years of age and be able to provide a legal form of identification, such as a driver's license, which the library will keep as long as you have the computer. You also must have a valid Bloomfield library card in good standing. If you are under 18 years of age, a parent/guardian may sign as the responsible party if you are at least 13 years of age. You must also sign the Library MacBook & Equipment Checkout agreement and abide by the library's Internet and Computer Use policy adopted by the Board of Trustees of the Bloomfield-Eastern Greene County Public Library.

You may check out only one Macbook and/or other equipment at a time, and you may use the computer and equipment only in the library. The checkout period is four hours, with time renewals allowed if there is no waiting list. If you turn the computer or equipment in late, you will be assessed a fine of \$3 per hour.

Loaded on the computers are word processing and spreadsheet software along with a web browser. The library also subscribes to Adobe Creative Suite software for each MacBook. Wireless internet access is available throughout the library building. You are not permitted to save documents to the laptop's hard drive but must use a flash drive, which the library sells for \$3, or also check out one of the library's external hard drives. If you need assistance, feel free to ask a library staff person. You also are not permitted to download software or modify settings on the computer, including the home page setting, the wallpaper, etc. Violators may lose their library computer privileges. A wireless printer is available and configured to work with the laptops.

An individual who violates the **Internet and Computer Use** agreement will forfeit all computer privileges, at a minimum, for the rest of the day. Violations will be determined solely by the library staff. The library director may add further suspension and will provide formal notice of the suspension and a means of appeal.

## Bloomfield-Eastern Greene County Public Library MacBook & Equipment Checkout Agreement

This agreement is made and entered into by and between the Bloomfield-Eastern Greene County Public Library, and \_\_\_\_\_, hereinafter referred to as the Patron.

The Bloomfield-Eastern Greene County Public Library does hereby let unto the Patron the following equipment for use within the library building only: **One laptop computer (# \_\_\_\_\_) and/or other equipment (specified: \_\_\_\_\_)**. Said lease is to be for a period of **four hours**.

Terms and conditions are as follows:

1. The Patron must be 18 years of age or older, as evidenced by a driver's license or other legal form of photo identification. If under 18 years of age, a parent/guardian will sign this agreement for responsibility provided the patron is at least 13 years of age.
2. As security deposit for said equipment, the Patron agrees to leave a driver's license or other legal form of identification with the library staff.
3. The Patron will hold the Library harmless from any claim of damages caused or occasioned by Patron's uses of the equipment.
4. The Patron agrees to be responsible and to indemnify the Library for all loss, injury, and damage to said equipment while in the possession of the Patron, by theft, or otherwise, ordinary wear and tear accepted. **The replacement value of the MacBook is set at \$950, the replacement value of the microphone is set at \$50, and the replacement value of the slide scanner is set at \$100.**
5. The Patron agrees to use the MacBook and/or other equipment only within the library building and promises not to remove it from the premises for any reason.
6. Upon the return of said equipment in proper condition and when due, the security deposit will be returned.
7. The checkout period is four hours. After that time period, the Patron will be assessed an overdue fine of \$3 per hour.
8. The Patron will be allowed to borrow a MacBook or other equipment again in the future contingent upon whether said equipment is returned on the agreed upon date and time and in acceptable condition. **Only one checkout per day, per equipment item is permitted to each Patron.**

Signed by the Library and the Patron on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m.

By \_\_\_\_\_  
Library Staff

\_\_\_\_\_  
Patron or Guardian

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The laptop (#\_\_\_\_\_) and/or other equipment ( \_\_\_\_\_ ) was returned to the Bloomfield-Eastern Greene County Public Library on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m. The security deposit was returned, and an overdue assessment of \$\_\_\_\_\_ was charged.