



Millinocket Memorial Library Laptop Use and Lending Policy

Laptop computers equipped with wireless internet access are now available to be reserved at the Millinocket Memorial Library circulation desk for use in the library. All library laptop users must agree to abide by the Millinocket Memorial Library Laptop Use Agreement, Patron Code of Conduct, Internet Acceptable Use Policy, and all other Millinocket Memorial Library policies.

Eligibility for Laptop Use

- Laptop computers may only be reserved by patrons 18 years or older with a library card that is in good standing.
- Patrons wishing to reserve a laptop must present a current Millinocket Memorial Library card and provide a valid form of photo identification such as a driver's license or state ID. The photo ID will be held by Library circulation staff until the laptop is returned.
- The first time a laptop is reserved, patrons must read and sign a copy of this Millinocket Memorial Library Laptop Use and Lending Policy, which will be kept on file. A copy of the policy will be given to the patron. The patron will then be listed in the library's circulation system as "Laptop Eligible." Each time a patron reserves a laptop, they will be required to sign the Laptop Use Agreement.

Limits and Availability

- Library laptops are for use within the Library building on the upper floor only, except by permission of library staff.
- No food or drink is allowed when working with Library laptops.
- Laptop computers are available on a first come, first served basis. They may not be reserved in advance.
- An eligible patron may borrow only one laptop at a time. Patron may not loan a laptop to another person. If a laptop is given or shared with another patron, the original borrower is responsible for any loss of or damage to the laptop, as well as all activity associated with that laptop.
- Charging cords will be reserved with the laptop and must be returned at the same time as the laptop. The library cannot guarantee that a laptop will be fully charged when it is reserved.
- All laptops must be returned no later than 15 minutes before the library closes, regardless of when they were reserved.
- Laptops will be reserved for a period of 1 hour. Renewals will be permitted only if no other patrons are waiting to reserve a laptop or use a computer.
- Laptops may be needed for official library business. If so, the library staff will determine what time the laptop must be returned.

Acceptable Use

- Patrons may not alter, delete, copy, or tamper with any software loaded on the laptop or otherwise change its existing configuration. Patrons may not install software on the laptops.
- All audio or video files must be played with headphones, and the sound level may not be loud enough to be heard outside the headphones.

- Information may not be saved to the laptop hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers must be shut down when they are checked back in.
- Laptops may not be used to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state, or local laws may be violated when using a library computer.

Fines and Liability

- Patrons are financially responsible for lost or stolen laptops. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron.
- Laptop computers may not be left unattended. Laptops must be returned to the circulation desk if leaving the approved portion of the building. The Library will not be responsible for a stolen or damaged laptop even when it is used within the library.
- Unreturned laptops will be considered stolen, and the patron's photo ID will be turned over to the Millinocket Police Department. Theft of a laptop is a crime, and all legal remedies, up to and including prosecution, will be pursued.
- If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance from library staff. The borrower will be held responsible for any damage to a laptop resulting from patrons' attempts to troubleshoot a problem.
- The Library is not liable for damages to a patron's personal data, removable media, or other equipment resulting from battery failure, hardware, software, electrical surge or failure, information copied from the internet or laptop, or any other cause while the patron is using library computer equipment.
- The Library is not responsible for any objectionable material that may be found on the internet while using a Library laptop.
- Patrons should be aware that wireless connections in the library are not secure and should take appropriate precautions with personal information while using library computers.
- Violations of the Laptop Use Policy may result in the following consequences:
 - First offense: denial of laptop privileges for one month.
 - Second offense: denial of laptop privileges for three months.
 - Third offense: permanent denial of all laptop privileges.
 - Patrons may lose all privileges immediately if a staff member decides that the violation is serious enough.

The Millinocket Memorial Library reserves the right to revise and change this policy at any time without notice. It is the responsibility of the patron to read and agree to the current version of the policy.

Patron Signature: _____

Date: _____

Print Name: _____