



Upper Dublin Public Library

Laptop Use Policy and Agreement

The Upper Dublin Public Library enriches the community by inspiring the joy of reading, the discovery of ideas, and the pursuit of information. Driven by the interests of our residents, we provide services in a welcoming, knowledgeable and responsive manner. UDPL—We're About You!

The Upper Dublin Public Library (UDPL) lends laptops for in-library word processing (with Microsoft Office Suite) and Internet use via Upper Dublin Township's wireless connection.

Borrowing Eligibility and Requirements

Library laptops may be checked out to persons 18 years or older with a photo ID, a valid library card, and a signed borrower's agreement. One laptop will be loaned per card, and the photo ID will be held at the front desk until the laptop and its accessories are returned in good condition. Laptops will be checked out in 1-hour increments, which may be renewed up to 2 times for a total use time of 3 consecutive hours if no one is waiting after the first or second hour. Laptops must be returned to circulation at least 30 minutes before Library closing time. Failure to return the laptop on time will result in fines assessed at \$5/hour (fines are not prorated). Eligible borrowers must have library accounts in good standing with no unresolved lost items.

Borrower's Responsibility

The borrower is responsible for preventing damage to or theft of the Library's laptops. Laptops are costly to replace. Laptops may not be left unattended or used near open food or beverage containers. Notify staff immediately of any problem with a laptop. Laptops must remain in the Library, and may not be taken into restrooms. In the event of damage, loss, or other laptop problem, the Borrower must immediately notify Library staff. A borrower may be held responsible for the cost of a damaged or lost laptop. The following replacement charges apply: \$500 for the entire system, \$100 for the power cord, \$20 for the mouse. The Library reserves the right to assess other charges for damage as necessary. Removal of the laptop from library premises will be considered theft and will result in assessment of replacement charges and/or criminal prosecution.

Borrowers must abide by the UDPL's Internet and Computer Use Policy and Guidelines, which forbids users from retrieving or using violent material or sexually explicit material as defined in Title 18, Section 5903 of the Pennsylvania Consolidated Statutes, 18 Pa.CS §5903. View the complete policy at: <http://www.upperdublinlibrary.org/cms/AboutUs/PoliciesPage.aspx>.

All work should be saved to a removable/thumb drive. Files saved on the Library laptops are erased once the laptop is shut down. Borrowers may not install software or in any way alter the configuration of the laptops. Any attempt to tamper with security devices or software will result in permanent suspension of laptop borrowing privileges.

Limitations and Disclaimers - Please Read!

Library staff may provide technical assistance or computer troubleshooting as defined in the Upper Dublin Public Library Computing Assistance Policy and Waiver. View the complete policy at: <http://www.upperdublinlibrary.org/cms/AboutUs/PoliciesPage.aspx>.

The Library cannot guarantee that you will be able to make a connection. The Library's wireless network is not secure and you use it at your own risk. The Library recommends that you do not send sensitive or personal information through this network. The Library is not responsible for the safety of your data.

Approved by the Upper Dublin Public Library Board of Directors 6/19/2013

By signing this document, I verify that I have read and understand the Laptop Use Policy, that I consent to the terms of the Agreement, and do further agree that if I violate any terms of the Agreement whereby charges are assessed, including late fees and replacement and/or repair costs as set forth in the Agreement, that I will pay such charges as are assessed by the Upper Dublin Public Library forthwith, and that failure to pay such fees or charges may result in Upper Dublin Public Library initiating legal action to collect such fees and/or charges, and in such event, that I will reimburse Upper Dublin Public Library for all counsel fees, costs, and expenses incurred in enforcing the Agreement.

Name (print) _____ Date: _____

Library Card # _____

Type of Photo ID and # _____

Signature _____