

# Holyoke Public Library Laptop Lending Policy

## Purpose

The Holyoke Public Library owns twenty (20) laptops that are equipped with Windows 7, Microsoft Office software, and Wi-Fi capability which can be borrowed by Library patrons. This policy outlines the guidelines for borrowing these laptops. Patrons using these computers must abide by the *Internet Use Policy*. These computers are primarily available to patrons who wish to learn computer skills, take online courses, and research.

## Terms and Conditions

- Patrons must have, and present, a valid library card and be a Holyoke resident to borrow a laptop.
- Patrons must be at least 18 years of age to borrow a laptop and must provide a valid photo ID showing their age.
- Laptops are barcoded and must be checked out to the patron using their HPL card.
- Laptops are available on a first-come, first-served basis, and only one laptop may be checked out per household.
- Laptops may be borrowed for a maximum of one (1) week at one time. If there is no demand, the patron may extend the loan for a second week for 14 days.
- If other patrons are waiting, the laptop must be returned at the end of the loan period.
- Laptops must be returned at least 15 minutes prior to closing.
- An electrical cord will be provided.
- Limited technical support is available from the library's staff. Borrowers must have familiarity with using computers and the software/online collection on the laptops.

## Proper Care and Use

- Patrons are responsible for the care and use of the laptop while it is checked out to them. Patrons must not leave laptop unattended, and agree to be responsible if laptop is lost, stolen or damaged while in their care.
- Patron must return the laptop in the same working order and condition as when it was received. No additional software may be downloaded or installed on the laptops, nor should changes be made to their system configurations.
- No food or drink is allowed around the laptop while in the borrower's possession.
- Any loss or damage to the laptops should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptops.
- Borrowers must not engage in any illegal activities such as hacking, pirating, downloading illegal materials, etc. or in any activities inconsistent with the library's *Internet Use Policy*. Borrowers attest that they have read and will adhere to these policies.
- Failure to return the laptop on time will result in suspension of future laptop privileges.

## Wireless Printing and Saving Files

Wireless printing at the library is available at the rate of 10 cents (\$0.10) per printed page. To print you will need to email the document to [holyoke-browsing@printspots.com](mailto:holyoke-browsing@printspots.com) and come to the library to release the print job.

All personal files saved to the laptop hard drive will be deleted upon the laptop's return. Borrowers wishing to save files or data must save them to a USB flash drive, personal data storage areas on the internet (aka "the cloud") or to personal email accounts.

## Fines/Fees for Replacement or Damage

Borrowers are responsible for loss, damage, and theft of the laptop while in their possession. Borrowers should verify the laptop's condition at the time of check out and upon check-in. Borrowers are responsible for the full amount of repair or replacement charges.

Currently, replacement/damage charges are:

Laptop \$300  
Battery \$150  
AC Adapter/Power Cord \$100

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I understand and agree to these rules and policies of use of a Holyoke Public Library laptop. By signing this agreement, I accept the above loan policy and agree that I am responsible for returning this equipment to the Holyoke Public Library in good working condition and free from damage and that I will assume all costs associated with loss or damage to the laptop. I understand that the library's wireless network is not secured, and I assume all risk for any information I send or receive. Violation of any of the above policies may result in suspension of laptop borrowing privileges as determined by Library Director.

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Staff Initials & Date of Check out: \_\_\_\_\_

Staff Initials & Date of Check in: \_\_\_\_\_

Computer # \_\_\_\_\_

Due date: \_\_\_\_\_

Patron name: \_\_\_\_\_

Library card #: \_\_\_\_\_

Street address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Checkout: Due date:** \_\_\_\_\_

Please check off to indicate that all pieces of equipment are present at time of check-out. Note device # above

- Laptop \_\_\_\_\_
- Laptop case \_\_\_\_\_
- Power cord \_\_\_\_\_

Staff initial and date \_\_\_\_\_

**Check-in: Returned date:** \_\_\_\_\_

Please check off to indicate that all pieces of equipment are present at time of check-in. Please check to make sure the laptop is in working order.

- Laptop \_\_\_\_\_
- Laptop case \_\_\_\_\_
- Power cord \_\_\_\_\_

Staff initial and date \_\_\_\_\_