

## Laptop User Agreement

Calvert Library is offering customers the in-library use of laptops. Once you have read and signed this agreement it will remain in effect as long as your library card is valid. Subsequent uses of a library laptop will only require that you present your library card.

### Guidelines:

- Laptops are available to be used *in the library*.
- Laptops and power cords are barcoded and will be checked out and discharged from a customer's account.
- Laptops are available for checkout to customers 14 years of age and older.
  - Customers under the age of 16 must have a parent or guardian co-sign this agreement.
- **The laptop may never be left unattended.**
- The laptop may be used for one hour per day, longer if no one is waiting.
- Data may not be saved to the laptop's hard drive.
- A valid driver's license or student ID is required to checkout a laptop.

### As a laptop user I will:

- comply with the Computer Use policy and the Internet Safety policy
- be responsible for any loss or damage to the laptop and I understand that the replacement value of the laptop is \$1,200. Charge for damage to the battery/power cord is \$130.
- not handle a laptop in a manner that can lead to damage, such as dropping it or downloading hazardous files
- not leave the laptop unattended for any reason
- return the laptop to the librarian 30 minutes prior to library closing
- not place the power cord in any walkway or area where it could be a tripping hazard.

I have read and agree to the above terms and conditions for the use of Calvert Library's laptop computers:

Date \_\_\_\_\_ Time \_\_\_\_\_

Document # \_\_\_\_\_

Library Card # \_\_\_\_\_

Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Signature indicates acceptance of the library's Computer Use policy and the Internet Safety Policy.