

LAPTOP LOAN POLICY

All laptop users must abide by the Evergreen Park Public Library Computer Use and Internet Safety Policy

ELIGIBILITY:

- Laptop users must be of high school age or older. Laptops can only be checked out to the user's library card, which must be in good standing.
- Each user must leave a valid form of identification (Driver's license, State ID, School ID or Military ID) with the Circulation staff. The ID will be returned when the laptop and components are returned in good condition

LIABILITY:

- The user agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence, or misuse. Under no circumstances should a laptop be left unattended in the library. *Please report any equipment malfunctions immediately to library staff.* The Library will not assume responsibility for lost files due to viruses, hardware failure, or network interruptions.

AVAILABILITY:

- Laptops can be used in the library only, on a first-come, first-served basis. No advance reservations for laptops will be allowed.

LOAN PERIOD:

- Laptops are available for use in the library for one full day. Laptops are due 15 minutes prior to the library's closing. The Library reserves the right to shorten the loan period as required by demand.

USER FEES:

- There is a charge of \$2.00 per day for using the laptop computers, paid in advance. *The fee is waived for Evergreen Park residents, with a valid Evergreen Park library card free of fees or fines.*

PRINTING AND SAVING DOCUMENTS:

- Please do not save documents to the hard drive of the laptop. All user files are deleted when the laptop is shut down. Use the printer icon on the desktop to print to the Computer Lab or Youth Computer printers. If you wish, documents can be saved to a flash drive and printed by library staff.