

LAPTOP LOAN POLICY

All laptop users must abide by the Green Hills Public Library District Internet and Acceptable Use Policy and all other applicable policies.

Eligibility:

- Laptop users must be 18 years of age or older. Laptops can only be checked out to the user's Green Hills Public Library District card, which must be in good standing.
- Each user must leave a valid form of identification (driver's license, state ID, military ID, or student 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, 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. **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 inside the Library only: on a first come, first serve basis.

Loan Period:

- Three hours maximum; although a time limit of 1 hour will be enforced if others are waiting. Laptops are due 15 minutes before the Library closes for the day.

Printing and Saving Documents:

- Documents cannot be saved. Documents can be printed according to established policy.