

**Randall Library – Stow, MA**  
**100-00015 – Rev 01 – June 2014**  
**Laptop Lending Agreement**

**Randall Library Laptop Computer Lending Agreement**

Laptop computers can be used while in the Randall Library by Stow Library card holders 18 years or older. Children under the age of 18 years of age may borrow a computer only with a parent or guardian present to sign this agreement. The legal guardian agrees to accept financial and physical responsibility for the device checked out to a child under the age of 18.

Patrons wishing to check out a laptop for use in the library must have a valid Stow library card in good standing (defined as not having fines exceeding \$10.00) and must present a valid photo ID at time of checkout. The photo ID will be kept at the Circulation Desk and returned to the borrower at check-in of the device. Only one device may be checked out at a time for the duration of 2 hours maximum.

Laptop computers will be loaned at the Library's sole discretion.

Wireless printing is available with a charge of .25 per page.

Patrons cannot place "holds" on any laptop computers. Computers are provided on a first -come first-served basis when available. Library staff will have first priority for use of devices for library programs and services.

Documents saved on the laptop computer will be lost immediately when the device is checked back in and the system is rebooted. Borrowers are responsible for saving any needed documents to a personal flash drive or by emailing or printing them. The Randall Library is not responsible for documents created on these devices by borrowers.

Return of devices to the Circulation Desk must take place by 30 minutes before the library closes for the day.

Removal of laptop computers from the Library will be considered theft and offenders will be prosecuted.

Unacceptable use of a Randall Library laptop includes:

- Leaving the laptop computer unattended in the Library at any time.
- Taking the device outside the building or into the restrooms.
- Allowing more than two users to be on the same laptop computer at one time.
- Unsupervised sharing with users who have not signed the Laptop Computer Lending Agreement.
- Installing software, saving to the hard drive or changing computer settings/configurations.
- Handling the laptop computer in a careless manner that can lead to damage of equipment.

Borrowers must sign a Laptop Computer Lending Agreement **each** time they borrow a device.

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- I agree to that it is my responsibility to make sure that the loaned Randall Library laptop will be in my possession during the check-out period.
- I agree not to leave the building with the device or take it into the restrooms. If I need to leave the building or use the restrooms I will return the device to the Circulation Desk to a library staff member.
- I agree to abide by the Randall Library Internet Use Policy while using this device.
- I agree that lost or damaged material fees for laptop computers will be based on a reasonable assessment of the cost of replacement or repair. I agree to be financially responsible for any loss or damage (or if I have signed this agreement as the legal guardian for the child listed below to be financially responsible for damages) and will be liable for an amount up to the full replacement (not exceeding \$500.00 for the computer and \$200.00 for additional equipment) if this device is lost, damaged or stolen while checked out to me.
- I agree that by violating this policy agreement I will be prohibited from borrowing a Randall Library laptop computer in the future.
- I agree to provide a valid photo ID to be left at the Circulation Desk during the period that this device is checked out to me, which will be returned to me at check-in.
- I agree to return the device to the Circulation Desk, to the attention of a library staff member, at the end of the loan period with all additional equipment. I will not return this device or any additional equipment into the book drop or leave it at any other location in the library.

I agree to the above terms:

\_\_\_\_\_  
Print name

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Library Card Number

I agree to the above terms as the legal guardian of the child listed above:

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

Date:\_\_\_\_\_

Device #:\_\_\_\_\_

**Staff inspection completed upon return-please initial and date:**

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**Adopted June 14, 2014**