CRANDALL PUBLIC LIBRARY
IN CITY PARK
SINCE 1893

251 GLEN STREET
GLENS FALLS, NY 12801
518-792-6508

CRANDALL PUBLIC LIBRARY LAPTOP COMPUTER LENDING POLICY

Laptop computers can be loaned to Southern Adirondack Library System/Crandall Public Library cardholders age 18 and older and in good standing with the Library (Defined as fines don't exceed $5.00.) Filtering software is not installed on the laptops. Guest passes can't be used to check out laptop computers.

Borrowers can check out one laptop computer at the Internet Room Desk or the Park Entrance Information Desk by leaving their library card and a valid photo I.D. All borrowers must sign the Laptop Computer Loan Agreement **each** time they borrow a laptop computer.

Laptop computers will be loaned out at the Library's sole discretion, are available on a first come-first served basis and cannot be reserved in advance. They can be borrowed for no more than 90 minutes per day depending upon availability. Time extensions are **not** available on the laptops.

Use of the laptop computers must be inside of the Library building only and they can't be taken into the Library restrooms. Removal of laptop computers from the Library will be considered theft and offenders will be prosecuted.

It is the sole responsibility of the borrower to make sure that the laptop computer is in his or her possession at all times. If the borrower must leave the building, the laptop computer needs to be returned to a staff member at the Internet Room Desk or the Park Entrance Information Desk.

If the borrower has used less than his or her full 90 minutes on the laptop computer, the remainder of their time must be used-up on a stationary computer in the Internet Room.

The borrower agrees to abide by the Library's Internet Use Policy and the Library's Rules.

Lost or damaged material fees for laptop computers will be based on a reasonable assessment of the cost of replacement or repair. The borrower will be responsible for any loss or damage and will be liable for an amount up to the full replacement cost if the laptop computer is damaged or stolen. Anyone found violating the policy will be prohibited from borrowing laptop computers in the future.

Wireless printing is available. Copies can be picked up and paid for in the Internet Room.

Documents saved on the laptop computer will be lost immediately when the session timeouts, logouts or the system reboots. Data should be saved to a flash drive or CD, emailed or printed. The session will automatically logout after 10 minutes of inactivity.

Laptop computers must be returned to the Internet Room Desk or the Park Entrance Information Desk at least 30 minutes prior to the Library's closing.

Unacceptable use of laptop computers includes:

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

Adopted by the Crandall Public Library Board of Trustees June 29, 2011