

- Only current MORE consortium library cardholders in good standing may borrow a laptop for use in-house. “Good standing” is defined as a library card account having fines and fees of less than \$10.00.
- The cardholder must be 18 years of age or older.
- The cardholder must present his/her actual library card.
- Only one checkout of a laptop per day per cardholder will be permitted regardless of total time actually used.
- In-house use laptop loan periods are for up to 4 hours or less depending on library hours and time of use.
- Laptops for in-house use may not be reserved. Available laptops for use in-house will be
- Laptops are obtainable on a first-come, first-served basis.
- A laptop will be checked out onto the eligible cardholder’s library account while the laptop is used in-house. The checkout will occur at Information & Reference at the L.E. Phillips Memorial Public Library starting at the time the library opens and up to 1 hour before the library closes.
- In-house use laptops must remain inside the library at all times and may not be taken past security detection gates. Leaving the library building with an in-house use laptop will be considered theft of library property by L.E. Phillips Memorial Public Library and will be as such to the proper legal authorities.
- Do not leave a checked-out laptop unattended. Library staff is not responsible for checked out laptops or accessories.
- Laptops must be returned to the library staff at Information & Reference at the L.E. Phillips Memorial Public Library no later than 30 minutes before the library closes. The cardholder must remain at Information & Reference until all equipment has been checked to make sure that all pieces are accounted for, checked in and cleared from the cardholder’s card.
- Laptops may **not** be returned to an unattended public desk. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
- Overdue fees will be charged for laptops not returned by the specified time to Information & Reference at a rate of \$5.00 for every 15 minutes overdue. There is no grace period.
- Be careful with the laptop. Keep it safe from water and other liquids and take care not to drop it.
- Immediately report to Information and Reference any loss of, or damage to, a laptop. Do not attempt to troubleshoot problems with the laptop.
- The Laptop Borrowing Agreement must be completed at the time of the first in-house use, acknowledging financial responsibility for lost, stolen or damaged equipment.
- Once an laptop is checked out onto a cardholder’s library record, it becomes the sole responsibility of that cardholder per the Borrower’s Agreement.
- Cardholders are responsible for complying with Library Board Policies on Computer and Internet Use and Internet Safety and the library’s Computer and Internet Use Rules of Conduct. These documents are available upon request.

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- The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of the Borrower Agreement and Laptop Guidelines.
- The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a laptop or its accessories.

Laptop CONTENT:

- United States Copyright Law (Title 17 U.S. Code) prohibits the unauthorized reproductions or distribution of copyrighted materials, except as permitted by the principle of “fair use.” This includes most digital information resources.
- Content will be returned to the library’s default content choices at the end of each use. Any content added by the cardholder during their checkout period will be lost. “Content” includes, but may not be limited to, applications (“apps”); downloaded material, such as music, audiobooks or e-books; photos, video recordings, website shortcuts, and text files.