

**Procedure**  
**Laptop Loan in Library**  
*Revised July 26, 2010*

*Staff note: This is a work-in-progress so please note patron ideas when things don't work for them.*

**Checkout**

1. Patrons may check out the laptop for use inside the library for up to five (5) hours in a 24 hour period. This time period will be reduced to three (3) hours as demand increases.
2. The patron must have a valid Bernardsville library card.
3. The patron must leave one of the following at the circulation desk for a deposit:
  - a. Valid driver's license (meaning not expired and not a duplicate). Check that the address matches the address on the library card account.
  - b. State-issued photo identification. Check that the address matches the address on the library card account.
  - c. Valid credit card (you may call the 800 number on the back to ensure it is valid).
  - d. Cash deposit of \$500.
4. Patron must sign a Laptop Loan in Library Agreement (attached). Hold the signed agreement and deposit in drawer envelope marked ***Laptop***.
5. The laptop is kept plugged in at the Technical Services counter – just take the laptop and leave the cord where it is. (Do not out give the power cord unless the patron says the battery is running low. The laptop is fully charged when loaned.)
6. Charge the laptop to the patron's library card – barcode is on the laptop.
7. Explain that work may not be saved to the laptop as it will automatically erase upon shutdown for privacy and security.

**Reserves**

Patrons may not reserve the laptop – first come, first served until we have a larger quantity for loan.

**Return**

1. Discharge from patron account and return deposit with signed acknowledgement from bottom portion of previously-signed agreement. We won't hold patrons responsible for any problems or damage that is not visible (since we don't for desktops either).
2. Shut down or reboot the laptop so DeepFreeze wipes it clean
3. Charge the laptop with the power cord.

# Laptop Loan in Library Agreement

Revised July 26, 2010

DATE \_\_\_\_\_ PATRON NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

LIBRARY CARD VERIFIED \_\_\_\_\_

## 1. Policies:

- Patrons may borrow a laptop for use inside the library building for up to five (5) hours in a 24 hour period.
- If the laptop is lost or damaged, patron agrees to pay the replacement cost of \$600.00.
- If a unit is not returned on time, the borrower will be assessed a late fee of \$10.00 per hour.
- A deposit is required and will be returned when the unit is returned in good condition.
- The laptop must be returned to the Circulation desk at Bernardsville Public Library, where a staff member will certify that you returned the unit intact. Please retain a copy of this certification as proof of return.

## 2. BORROW: Borrower sign below when borrowing laptop:

I, \_\_\_\_\_, agree to the above terms and have taken the laptop on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). \_\_\_\_\_ (signature)

### Staff member verify what form of deposit was provided:

\_\_\_\_\_ (staff signature)

## 3. RETURN

### Staff Member sign below when laptop is returned and provide borrower with a receipt:

I, \_\_\_\_\_ (staff member) certify that the laptop was returned in good condition on date \_\_\_\_\_ at \_\_\_\_\_ time. \_\_\_\_\_ (staff signature).

### Borrower sign below:

My deposit was returned : \_\_\_\_\_

Signature

Date

Fees collected (if applicable): \_\_\_\_\_

-----CUT OFF RECEIPT-----

## 4. BORROWER RECEIPT-- RETURN

### Staff Member sign below when laptop is returned and provide borrower with a copy:

I, \_\_\_\_\_ (staff member) certify that the laptop was returned in good condition on date \_\_\_\_\_. \_\_\_\_\_ (staff signature).