**Nevada Public Library**

**Laptop Policy & Use Agreement**

This policy/agreement is for individuals using library owned laptops.

* I am at least 18 years old and have a Nevada Public Library card in good standing. I will deposit my state issued ID at the desk while I have the laptop.
* I am aware that library personnel are not responsible for teaching me how to use the laptop.
* I accept responsibility for:
	+ The security of the laptop while I have it checked out.
	+ Any repair or replacement costs for damaged or lost items, including the laptop, incurred while the laptop is checked out to me.
* I understand that the laptop will be checked out for three (3) hours per day. I will return the laptop to the main desk when my time is up or at least 30 minutes before the library closes whichever is first. I may continue using the laptop after my time has expired as long as no one is waiting.
* I understand that I must use headphones for sound and that if I’m conducting any online meetings/webinars, etc. I will need to reserve a study room so that others are not subject to my conversations.
* I understand that I may lose laptop privileges for behavior including, but not limited to:
	+ Leaving the laptop unattended
	+ Causing damage to the laptop
	+ Attempting to circumvent any security or protective measures
	+ Altering any software or configuration of the laptop
	+ Allowing anyone else to use the laptop while it is checked out to me
	+ Other behavior at the director or designee’s discretion
* I will not remove the laptop from the building.
* I understand that the library is not responsible for any damage or loss of data to my personal storage devices or personal laptops incurred in the use of the library’s equipment.
* This is a public use laptop; there is no guarantee of security. The laptop is restarted after each use, and all data saved will be removed.
* I have read and will follow the Nevada Public Library Internet/Wireless Use Policy.

My signature below indicates that I have read the above and agree to the terms of use. My signature also states that I am responsible for the care and custody of the laptop that I have checked out from the Nevada Public Library.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office use only:**

Barcode #: Date: Initials: