

## **Kennebunk Free Library Laptop Lending Policy**

### **Borrowing**

KFL patrons and visitors (18 yrs. old minimum) may borrow one of KFL's laptops at the Library's Adult Circulation Desk. Borrowers must present a Driver's License or valid credit card, which will be held at the circulation desk until the laptop is returned. Use of KFL's Laptops indicates agreement to the terms of KFL's Acceptable Use Policy.

Borrowers will be asked at check out to examine the laptop with an Adult Circulation staff member and be provided with a checklist to be certain that all parts are operational. Users will sign a Laptop Borrowing agreement acknowledging replacement costs and restrictions, and acceptance of Acceptable Use Policy.

Laptops are available on a first-come, first-serve basis and may not be reserved, and are subject to availability.

Laptops may be borrowed for up to three (3) hours at a time, but must be returned 1/2 hour before the Library closes. At the end of the loan period, the patron must bring the laptop back to the Adult Circulation Desk in person. Patrons will be permitted to re-borrow the same laptop (a maximum of one time) if there are no other patrons are waiting for a laptop.

### **Usage**

The borrower must not leave the laptop unattended. If a borrower must leave for a short time, the laptop may be left with a staff member at the Circulation Desk with the understanding that the laptop's check-in time will not be changed. If an unattended laptop is retrieved by a staff member, the borrower's laptop-borrowing privileges will be suspended. Laptops are not to leave the library building and cannot be used outdoors. Removal of laptops from the Library will be considered theft and prosecuted. All applicable laws will apply. Failure to comply with these policies will result in loss of all Library privileges.

The laptops may not be used to engage in illegal activities or to disturb other patrons.

Do not duplicate, remove, or install any software from/on the laptop.

Any file(s) copied or downloaded will be automatically removed and cannot be recovered after the laptop is rebooted or restarted.

Failure to comply with above usage may result in loss of computer privileges.

Library staff may not be available to provide technical support. Borrowers are expected to be self-directed in the use of the laptops. Laptop users should be familiar with the Windows 7 Platform, Microsoft Office products, and web browsers. For assistance with these products, please consult the appropriate help pages.

## Returning

Laptops must be returned in person to the Adult Circulation staff. Do not drop the laptops into the returns bin or leave them on the counter. Borrowers should be prepared to wait a few minutes while the staff verifies that all items have been returned in good condition. Users should report any laptop malfunctions or problems immediately.

## Laptop Specification

### Hardware

- Lenovo Think Pad L512
- Intel® Core™ i3CPU N390 @ 2.67GHz
- 4 GB RAM
- Optaric DVD RW drive
- Integrated WebCam
- Three USB 2.0 ports
- ThinkPad Display 15.6 HD LED 1366X768
- Standard PS/2 Keyboard
- Lenovo AC Adapter 65W 20V
- No mouse is provided. Each laptop has a touchpad by the keyboard.

### Software

- Windows 7 (32 bit) Professional
- Microsoft Office 2010
- Adobe Acrobat Reader
- Open Office
- Computrace
- MOVI
- Trend Micro Anti-virus
- Skype
- No filtering (blocking software)

## Saving documents

You can temporarily save data to the laptop so you will have to either save your work to a CD, DVD, USB/Flash drive, or email your work to yourself. The laptop does not have a floppy drive. Library patrons may borrow a USB drive at the circulation desk. You can temporarily save data to the laptop, borrow a USB drive from the circulation desk or burn files to a CD (for sale \$2), but once the laptop is restarted or shutdown, all saved data and settings will be **permanently erased**. *Always make copies of your work before returning the laptop.*

## PATRON RESPONSIBILITIES & FEES

Borrowers are responsible for loss, damage, and theft of the laptop while in their possession. Borrowers should verify the condition of the laptop at the time of check-out and upon check-in. Borrowers are responsible for the full amount of repair and replacement charges. Upon return, laptops are checked to ensure all equipment is returned and intact.

The borrower is financially liable for a lost, stolen, or damaged laptop. Fines and fees for laptops will be processed the same as fines or fees for other library materials. Currently, replacement / damage charges are:

For each hour or fraction thereof that the laptop is overdue. No grace period. No maximum fine.	\$5.00  Borrowing privileges will be suspended if there are outstanding late return fees total \$10 or more
Printing fees, payable at the Adult Circulation Desk.	\$.25 per page, mistakes count
Ethernet Patch Cable	\$5.00
Battery	\$75.00
RAM	\$100.00
Hard Drive	\$300.00
CD-RW/DVD Drive	\$200.00
Lost or damaged AC adapter / power cord.	Replacement cost + \$20 processing fee.
Damaged laptop.	Replacement cost + \$20 processing fee
Lost or stolen laptop. (If laptop is stolen, the borrower is responsible for submitting a police report to the Library Director.)	Replacement cost + \$20 processing fee.

## Liability

The Library will not assume responsibility for lost files due to viruses, hardware failure, or network interruptions. Any file(s) copied or downloaded will be automatically removed and cannot be recovered after the laptop is rebooted or restarted.

The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

Board Approved: 9/18/12