

Three Oaks Township Public Library
Laptop Use Policy and Agreement (*By-Laws Article VI, section 5*)

Features:

1. Laptops can connect to WiFi for internet access.
2. Laptops are equipped with internet content filtering software.
3. **Laptops are equipped with Deep Freeze software so all work by the patron must be saved to a flash drive or cloud service – NOT the laptop. When the computer is turned off everything saved on it will be erased and it will revert to its original state. The library does NOT provide flash drives.**

Rules:

1. Laptops can only be checked out by patrons eighteen (18) years of age or older who have a valid Three Oaks Township Public Library card with no overdues or unpaid fines and who reside in Three Oaks, Chikaming or Weesaw Townships.
2. Laptops may be checked out and used in the library during library hours with no deposit by leaving your current driver's license or current state ID at the checkout desk. When the laptop is returned to the checkout desk with no damage, the patron will receive their driver's license or ID back.
3. There is a \$40.00 CASH deposit before checking out a laptop that will leave the library's premises. The deposit will be refunded to the patron when the laptop is returned in good working order.
4. Laptops may be checked out one per household for up to fourteen (14) days with no consecutive renewals.
5. Laptops must be kept in a temperature-controlled environment. **Do not leave a laptop in a car.**
6. Laptops must be returned to a staff member at the circulation desk. **Do not return a laptop in the dropbox. This will result in the forfeiture of the entire deposit amount.**
7. Overdue laptops will be charged at the rate of \$5 per day.
8. The patron is responsible for costs associated with loss or damage of the laptop and peripherals.
 - Laptop unit with power cord - \$700.00
 - Case - \$25.00

I have read this entire document and my signature below indicates my understanding of this Laptop Borrowing Policy and the policies of the Three Oaks Township Public Library.

I agree that the laptop is in working order upon checkout.

Print Name: _____ Signature: _____

Patron's Driver's License Number: _____

Patron Barcode: _____ Laptop barcode number: _____

Date: _____ Staff Signature: _____

\$40.00 CASH only deposit paid: _____ Date due: _____