

IN-HOUSE LAPTOP USE PROCEDURE

The Jefferson-Madison Regional Library welcomes library card holders to use its laptops for civic, creative, cultural, educational, personal, or business activities. Library laptops and peripheral equipment are available at JMRL branches for use during hours the Library is open on equal terms to all card holders in the community.

Laptops are provided on a first come, first served basis. More than one laptop cannot be checked out to the same card at the same time.

Library equipment users must agree to the following guidelines:

- A valid JMRL library card in good standing is required to use JMRL laptops and peripheral equipment.

Computer use only cards are not able to check out laptops.

- Compliance with copyright laws in the use of Library equipment is the responsibility of the user.
- All equipment users must sign JMRL's Library Laptop In-House Equipment Use Form. Card holders under the age of 16 must have the form signed by a legal guardian, who will be held financially responsible for the costs of replacement of any damaged or lost equipment.
- Card holders will be held financially responsible for any damaged or lost equipment at the cost of \$300 per device.
- Laptops and all peripheral materials (cords, adapters, plug-ins, etc.) checked out to the user must be returned in the condition in which they were checked out on the same day in which they were checked out.
- The laptops can be reserved anytime during library open hours and **must be returned 15 minutes before closing.**
- Library staff cannot provide one-on-one assistance on the use of laptops. Some computer proficiency is required to use these devices.
- Library laptops and peripheral equipment may not leave the interior of the branch where they were checked out.
- Card holders agree not to use laptops and peripheral equipment to take audio or video footage of any individuals without their explicit permission.
- Card holders agree not to hold JMRL liable or responsible for any personal injury occurring while using library equipment.
- Laptops will erase all information upon shut down or closure of internet browser so be sure to regularly save your work. Card holders agreed not to hold JMRL liable for any lost work.
- Laptops must not be left unattended **at any time. Laptops damaged or stolen while unattended will be charged to the cardholder.**
- JMRL does not guarantee the availability of any laptops and peripheral equipment, and is not responsible for the performance of said equipment.