

Laptop Borrowing Agreement

Borrowing Policy

- Laptops and optional hotspots are available for a maximum loan period of up to 1 week for checkout by customers 18 years of age or older who are current library cardholders in good standing. The loan period is not renewable.
- Laptops must be returned to the Public Services desk. Do not put laptops in a book drop, as it may damage them.
- Laptops and hotspots will be checked out onto the eligible library cardholder's library account.
- Laptops are the sole responsibility of the user who checks them out. Any damage, loss, or theft will be charged to your account.

Financial Responsibility

- Replacement and processing fees may total up to \$1,062 for the laptop, optional hotspot and/or accessories if lost, stolen or damaged while checked out to you. The library will not accept a replacement laptop, hotspot or accessories purchased by the patron.
- Replacement costs and processing fees may result in the loss of borrowing privileges for laptops, hotspots or materials.
- In addition, failure to resolve this may result in unpaid charges sent to Washington County for debt collection.

Using the Laptops

- Plug in the laptop upon first use. The laptop may not be fully charged when it is checked out.
- Laptops are cleared of any downloads, documents, and files after the computer is returned. Work should be saved to cloud storage or external storage, such as a flash drive.
- Borrowers are subject to the Stillwater Public Library Internet Use Policy.
- The Internet is not always a secure environment. Patrons handling activities that require confidentiality do so at their own risk. Illegal use of computer resources is prohibited. Examples of illegal use include, but are not limited to, the following: a) Attempts to alter or damage computer equipment or software; gain unauthorized access to resources or entities; b) Intentional propagation of computer viruses; c) Violation of software license agreements; d) Transmission or reception of speech not protected by the First Amendment; and e) Viewing material that violates federal, state or local laws or regulations.