

# Boston Public Library Laptop Borrowing Contract

last edited March 3, 2011

Laptop #: \_\_\_\_\_

All library users who wish to borrow any of BPL's laptops must complete, sign and abide by this contract every time they wish to borrow a laptop. Users 12 and younger must have a parent or responsible guardian sign this contract in the presence of a library staff member (and leave their photo identification) each time they borrow a laptop. Users 13-17 who do not have photo identification may also have a parent or responsible guardian sign the contract and leave their photo identification. Photo identification is required for all users 18 and older.

I \_\_\_\_\_ agree to follow these rules to borrow a laptop computer from the Boston Public Library:

1. I will check out the laptop with my own **valid Boston Public Library card** in good standing (less than \$10 in fines and nothing more than 30 days overdue).
2. I am leaving a **photo ID as a deposit**, understanding it will be returned when I return the laptop in the same condition as when I borrowed it.
3. I will **keep the laptop in my immediate possession** at all times when it is checked out to me. I will not ask anyone else to guard the laptop for me for any reason. **I will never leave the laptop unattended, even for a moment.**
4. I will **return the laptop by the time told to me** by the library staff member lending me the laptop, which will never be later than ½ hour before the library is closing.
5. I understand I will only get my photo identification returned to me after the library staff member has inspected the laptop and made sure it is in the same condition as when I borrowed it. I will **reserve time before I need to leave** so that this inspection will not be rushed. If there are damages the ID will be photocopied before it is returned so the library can have all my contact information to charge me for the damages.
6. If I fail to return the laptop on time I will pay the **late fee of \$1 every minute** after it is due. If I fail to return the laptop before the library closes I will pay the cost to replace the laptop, **which will exceed \$1,000.**
7. I will **only use the laptop inside the Library**. If I remove the laptop from the library I understand that such action will be considered theft and I will be charged the cost to replace the laptop as well as potentially face additional criminal charges. I understand where in the library I can take the laptop and will not take it anywhere else. (If unsure, ask before signing this contract).
8. I have **visually inspected the laptop** and brought any damages to the attention of the staff person checking it out to me. I will  return it in the same condition as it is now as I borrow it. I will **pay** whatever it costs the Boston Public Library to **repair any damage** that happens to the laptop while it is checked out to me and understand that this cost **may exceed \$1,000** and will be charged to my library account.  
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9. I understand that any documents saved on the laptop will be lost immediately upon the restarting of the laptop. I will protect anything I wish to keep by **saving to a USB device** I provide, or **emailing** it.
10. I understand that I must keep all food and drink away from the laptop.
11. I understand that the BPL is not responsible for any damage incurred to hardware, software, or data while a borrower is using the laptop. Users should have up to date anti-virus software on their device before using the laptop. \
12. I will not duplicate, remove, or install any software from/on the laptop.
13. I understand that the internet may be accessed via a borrowed laptop and borrowers should be aware that the internet contains material of a controversial nature. Users are reminded that it is their responsibility for what access points are reached. Parents of minor children must assume responsibility for their children's use of the internet through the BPL borrowed laptop.
14. I understand that I will follow all BPL policies, and state and federal laws while using the laptop, including laws and policies regarding obscenity, and copyright. I understand that any violation of the policies and/or laws may result in Library privileges being suspended or revoked and if necessary legal action.
15. I understand that **failure to comply** with the Library's established rules, regulations, and policies could result in my removal from the premises and expulsion from the Library for a period of one day one year, or in my arrest or prosecution. Violations could also result in the restriction and/or termination of my Library privileges, including my use of Library computers and other equipment. I further understand that expulsion for more than one week may be appealed in writing to the Library President.

\_\_\_\_\_ (name) (date)



to

## Boston Public Library Laptop Lending Guidelines

*last edited March 3, 2011*

These guidelines are established to foster the widest possible access to the library's materials and services and follow the Boston Public Library's [Access to Materials Policy](#) protecting the right that "(t)he determination of what library materials and services a person will use rests solely with the individual library user."

1. All borrowers must have a valid Boston Public Library card in good standing (less than \$10 in fines and nothing more than 30 days overdue).
2. Card holders are responsible for all materials borrowed or accessed through their card or the cards of children (under the age of 17) for whom they have assumed responsibility. Lost cards should be reported immediately; card holders are responsible for all materials on their card up to the time that they report the card as lost.
3. The first priority for laptop use is library offered training and programming. When not needed for public BPL programs, laptops are available on a first come, first served basis. They cannot be reserved ahead of time.
4. Borrowers must sign a BPL Laptop Lending Contract and leave a photo ID as a deposit each time they borrow a laptop.
5. Borrowers 12 and younger must have a parent or responsible guardian sign the contract in the presence of a library staff member each time they borrow a laptop. The child's parent/guardian must also leave their photo ID. Borrowers 13-17 may also have a parent or responsible guardian perform the same function if they do not have their own photo ID to leave. No one 18 or older may borrow a laptop without leaving their own photo ID.
6. A laptop computer will only be lent for a period of up to 2 hours. If no one is waiting for a laptop library staff may extend the lending period at their discretion.
7. Laptops not returned on time will be subject to a late fee of \$1 every minute they are late.
8. Laptops must be returned before ½ hour of the closing of the location where they are borrowed. Laptops not returned before closing will be considered lost and the full replacement cost will be charged to the borrower's account.
9. Laptops may be used inside the Library only. Removal of laptops from the library will be considered theft and the full replacement cost will be charged to the borrower's account. Additional restrictions on where the laptops may be taken may be in place depending upon the location. Users should always check with the staff member who checks the laptop out to them if they are uncertain where they can take the laptop.
10. It is the borrower's responsibility to visually inspect the laptop when it is checked out. If the borrower sees that the laptop is damaged, they should immediately bring it to the attention of the staff person checking it out to them. The staff person will note the damage so that the borrower will not be charged for it. The borrower bears full responsibility for damage to the laptop due to neglect, abuse, loss or physical damage. The cost to repair or replace a damaged laptop will be determined according to the pricing available at that time. The cost may exceed \$1,000 and will be charged to the borrower's library account.
11. Any documents saved on the laptop will be lost immediately upon the restarting of the laptop. Any data the user wishes to save must be saved to a USB flash drive, or emailed.
12. The library will designate staff responsible for checking out and returning laptops. When the user is finished using the laptop they must return it to a designated staff member and wait while they inspect it and check it in. Once the staff member has verified that the laptop is in the same condition as when it was leant they will check it in and return the photo ID to the borrower.
13. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or security staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Expulsion for more than one week may be appealed in writing to the Library President.

