

Laptop Computer Checkout Guidelines

General Information

The Kingston Public Library has 12 laptops available for checkout from the Circulation Desk. These laptops are provided for patrons to use while in the library. All laptops have Microsoft Office (Word, PowerPoint, Excel, and Access), web browsers, Adobe Reader, and a media player.

Use and Circulation Information

1. Patron must present a valid library card in good standing and a photo ID in order to borrow a laptop using KPLF-14. The photo ID will be kept at the circulation desk until laptops are returned.
2. Laptops are available on a first-come, first-served basis.
3. Laptops do not circulate outside of the library's main area. If the laptop is taken out of the library's main area, it will be considered missing and the Police Department will be notified of a theft.
4. The loan period is one (1) hour. Please return the laptop to the circulation desk by the time due to avoid fines. Laptops may be renewed if no one is waiting. **Late return fees are posted at the front desk.**
5. Files can be saved on the laptop, but they will not be retained once the laptop is powered off or restarted. Please save your work frequently to a USB drive or cloud drive.
6. Personal software cannot be loaded onto the laptop.
7. No illegal activities (i.e. hacking, pirating, downloading illegal materials, etc.) or any activities inconsistent with the Kingston Public Library Internet Acceptable Use Policy are allowed. Our Acceptable Use Policy is available in its entirety at the Circulation Desk.
8. Do not leave laptops unattended. You are responsible for a laptop that is stolen while it is checked out. Replacement costs are at state replacement cost. Unattended laptops may be retrieved, if observed, by library staff.
9. If you notice damage to the laptop or if you discover that an application is not working, immediately notify a staff member at the circulation desk.
10. Printing is available from files saved to a USB covered under KPL Internet Use Policy (KPLP-12).
11. All laptops must be returned one hour before closing.
12. The borrower is responsible for the laptop and any accessories checked out with it. Any damages to the laptop, will result in the borrower being charged for cost of repairs and replacement parts.

Kingston Public Library Liability Agreement

For Library Use Only

Date/Time checked out _____ Time due _____

Library Staff at check out _____ Library Staff at check in _____

Computer # _____

Laptop Loan Rider

- I agree that Kingston Public Library shall not have any responsibility or liability for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched or stored on the laptop.
- I agree that Kingston Public Library shall not have any responsibility for liability for any claims relating to the use or functioning of the hardware or software included with the borrowed laptop.
- I understand that the library's wireless network is a public connection that is not password protected. Information sent from or to the laptop can be captured by anyone else with a wireless device and the appropriate software.
- Once the laptop is returned, all data on the hard drive will be lost.
- Kingston Public Library does not assume any responsibility nor shall it have any liability for the safety of the equipment or for the laptop configuration, security, or data files resulting from connection to the Library's network.
- I agree to all terms and conditions listed in the Kingston Public Library Laptop Liability Agreement, and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written guidelines of this agreement may result in fees and/or loss of future privileges.

Print Full Name (Last, First) _____

Valid Library Card Number _____

Local Address: City, State, Zip Code: _____

Home Telephone or Cell Phone Number: _____

Signed: _____ Date: _____