

## TWINSBURG PUBLIC LIBRARY EQUIPMENT LOAN POLICY – LAPTOP ADDENDUM

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- I am a patron in good standing with the Twinsburg Public Library and over 18 years of age.
- The address on my driver's license is correct and matches the address on my library card. If the address on my driver's license is not correct, I can provide an additional form of identification that matches the address on my library card.
- I agree to the following terms of lending:
  - a. **Laptop does not leave the building.**
  - b. **My driver's license will be kept in the Computer Lab for the duration of the loan.**
  - c. Components are checked out individually: laptop, AC adapter, and headphones.
  - d. If laptop and/or components are not returned, the appropriate charges will be applied to my library account.
  - e. Laptops require sign-in with library card number for Internet access. There is a time limit of one hour; laptops may be used longer if no one is waiting. Internet filters are in place on the laptops and can be overridden at my request.
  - f. Print management works the same as in the lab, with 50 cents per week free per account. Money may be added to the printing account in the lab; printouts go to the lab printer.
  - g. Speakers should not be used in the building; for sound, headphones should be used.
  - h. **Laptop and components are to be returned directly to Computer Lab staff at least 45 mins. before closing.**
  - i. **I will not leave laptop unattended in the building.**
- I understand the replacement costs are as follows:

Laptop: \$1500.00  
AC Adapter: \$80.00  
Headphones: \$25.00

Please initial here: