



Brunswick Community Library

In-house Library Laptop Policy

To check out a laptop:

- Be at least 9 years of age, or in the 4th grade. If younger must be accompanied by an adult
- Show a Library card in good standing

If the patron does not have a library card they must present one of the following forms of identification:

- New York Driver's License or ID Card
- Passport
- Government issued ID card, including military identification
- University or School Identification
- If a minor – be able to verify address on account

Laptop Rules:

- Laptops are available on a first-come, first served basis and cannot be reserved
- The laptop use is 1 hour, unless the library closes sooner
- Laptops are not available for checkout later than 30 minutes before closing
- If there is no wait list the laptop can be “renewed” for more time
- Laptops are for in-library use only. Laptops cannot be removed from the building. Laptops cannot be brought into the restroom
- Library laptops must never be left unattended
- Laptops must be returned to a staff member 15 minutes before closing even if this does not allow use of the entire 1-hour period.
- To return it, a laptop must be placed in the hands of a library staff member. Laptops cannot be returned via the book drop. The laptop will not be discharged from a patron's record until library staff has had an opportunity to verify that it is intact and undamaged.
- Damage or loss of the laptop may result in loss of library privileges such as checking out materials, computer use, or future laptop borrowing privileges until the laptop has been returned or the replacement cost \$200 has been paid in full.
- The Library will not be held responsible for any damage or loss of data or media due to any cause while you are using the laptop.
- Library wireless connections are not secure. Patrons must take appropriate caution with personal information while using library computers.
- Files cannot be saved to the laptop. Patrons are encouraged to save work via email or to an external drive.

- Patrons must comply with the library's Internet Use and Patron Code of Conduct Policies while using any library computer, including laptops.