

# Netbook Use Policy

- A patron must come to the circulation desk and leave his/her library card **and** valid government-issued photo ID with the staff.

Acceptable forms of ID are: driver's license, state-issued ID, consulate ID, passport. Library card and ID will be returned when the netbook and its components are returned and equipment is judged to be in good condition.

- When returning the netbook, please close the netbook but leave it turned on so that a staff member can examine the netbook.
- The netbook may not leave the library; it is for in-library use only.
- A patron must return the netbook to the circulation desk, NOT drop it in the book drop.
- A patron must be in good standing, with no outstanding overdue materials or fines on their account to use the netbook.
- The netbook is for adult patrons only; users must be 18-years old or older.
- Patrons have a time limit of one hour of netbook use if other patrons are waiting to use the netbook.
- Storing any work done on the netbook is the responsibility of patrons. The netbook does not have a floppy disk drive or a DVD/CD drive, patrons should bring a data storage device (USB drive or SD card, for example) compatible with the netbook. As an alternative to a data storage device, a patron could email their work as an attachment to their email address.
- The netbook shall not be left unattended in the library. The patron to whom the netbook is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for an amount up to the full replacement cost (\$350) if the netbook is damaged or stolen.
- Handling the netbook in a manner that can lead to damage of equipment (e.g. dropping the netbook onto a hard surface, pushing on the LCD screen, or downloading potentially hazardous files) will lead to revocation of netbook use privileges.
- The netbook batteries hold a charge of more than six (6) hours, but the library cannot guarantee that the netbook loaned out will be useable for that full amount of time. It is the user's responsibility to save data in the case of battery failure.
- The netbook can print to the library's printers, normal charges of 10¢ for B&W copies and 50¢ for color copies apply.
- Patrons using the netbook must follow the library's Internet Use Policy.