



## **Laptop Vending Machine Use Agreement Policy**

### **Laptop Lending Policy**

This will be on the screen of the vending machine and must be agreed to by the end user to borrow the laptop

The Norwalk Public Library (NPL) lends laptop computers to adult patrons 18 years and older with NPL cards in good standing. Laptops are available through the Laptop Anytime Vending Machine and checkout is limited to one per library card per day. Patrons will use their own active NPL card to borrow laptops from the vending machine. The laptop will not leave the library building. The time limit for borrowing of the laptop is the close of business of the day borrowed. The laptop must be returned to the Laptop Anytime Vending Machine only. The library will not assume responsibility for any laptop not returned to the Laptop Anytime Vending Machine and the borrower will be accountable for the complete replacement cost of the laptop and all peripheral components and replacement costs.

### **Data Security and Privacy**

Circulating laptops are never to be left unattended.

NPL is not responsible for any content left on laptops or electronic devices. The device must be fully powered off when returned. All work is deleted from the laptop and electronic devices when it is rebooted. Work may be saved to a personal storage device or cloud storage.

Any attempt to violate library computer or internet use policies will result in the loss of certain library privileges and reporting to appropriate authorities.

NPL reserves the right to change its public use workstation access policies and procedures.

NPL is not responsible for time or data lost due to computer failure. Your use of computers and other library equipment is at your own risk. The library assumes no responsibility for the safety of your equipment or for any alteration or loss of configuration, security, or data files resulting from the use of library equipment.

### **Financial Responsibility**

The cardholder who checked out the laptop or will be charged the cost of the device, \$908.46, plus a \$150 recovery fee for damaged, lost, or stolen devices.

I have read and understood the Use Agreement and Policy for Laptop and Electronic Devices. I agree to abide by this policy, and I understand that I am financially responsible for the laptop or electronic device while it is checked out to me.