

**Summit County Library**  
**HP Laptop Lending Guidelines**  
**1/2023**

- The HP Laptop is meant for in-library use only (No outside use).
- The HP Laptop can be reserved along with a study room reservation.
- You must have a Summit County Public Library card in good standing to borrow a HP Laptop.
- You may use the wireless printing system with the HP Laptop.
- You must read, understand and sign the Summit County Library HP Laptop Use Agreement to check out a HP Laptop.

**Loan Periods and Use Procedures**

- The HP Laptop can be borrowed for **in-library use only**.
- The HP Laptop can be borrowed for up to three hours at a time. Failure to return Laptops on time will result in the suspension of HP Laptop borrowing privileges.
- The HP Laptop cannot be loaned to anyone but the card holder. Patrons cannot use a friend or family member's card to borrow a laptop.
- A basic knowledge of computers is recommended. Staff can provide simple instructions and assistance.
- The HP Laptop should be returned to a staff member directly, not dropped in any the book drop or left on the counter.
- The HP Laptop must be returned to the Circulation Desk at least 15 minutes prior to the library closing. The Laptop may be borrowed 30 minutes prior to the library closing.
- There are no drives on the HP Laptop. You must use a personal USB device to save your work.
- All apps, files and downloads will be deleted after each use.

## Summit County Library HP Laptop Use Agreement

To borrow an HP Laptop, I agree to and understand the following:

- To present my own valid Summit County Public Library card in good standing to check out a HP Laptop.
- To keep the laptop in my immediate possession at all times while checked out to me. If the laptop is lost or stolen while checked out to me, I understand that I am responsible for the replacement cost at the time of the loss. Current replacement cost for the HP is \$279.
- To return the HP Laptop to a staff member (not in the book drop or left on counter) by the time it is due. I understand that a library staff member has to inspect the HP Laptop and make sure it is in the same condition as when I borrowed it. I will allow time before I need to leave so that this inspection will not be rushed. Failure to return items on time may result in revocation of borrowing privileges.
- To pay the cost to replace HP Laptop if I fail to return it.
- To only use the HP Laptop inside the Library. The HP Laptop should not be used outside. (Meeting and study rooms are allowed). If I remove the HP Laptop from the library I understand that such action will be considered theft and I will be charged the cost to replace the laptop, and the police will be notified.
- To visually inspect the HP Laptop and bring any damages to the attention of the staff person checking it out to me. I will return it in the same condition as it was when I borrowed it. I will pay whatever it costs the Summit County Public Library to repair any damage that happens to the laptop while it is checked out to me.
- I understand that any documents saved on the HP Laptop will not be saved and I am responsible for saving things I want to an external device.
- I am responsible for signing out of any site I visit that requires a personal login.
- I must keep all food and drink away from the HP Laptop.
- The following minor(s) can present their Youth Card to checkout a HP Laptop when I am not present and agree to be responsible for any damage or loss that occurs during that loan: \_\_\_\_\_

Name: \_\_\_\_\_ (print full name)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Library Card #: \_\_\_\_\_