

## Maury Loontjens Memorial Library

### On-Site Library Laptop/Device Policy and Agreement

Circulating laptops/devices shall be loaned to eligible patrons. The circulating device/laptop is to remain on the library premises at all times unless the site supervisor approves the use for maintenance and/or program specific activities.

Late fees for devices/laptops shall accrue at a rate of \$1.00 per hour overdue. Damage to the laptop/device must be immediately reported to the circulation desk; otherwise, it will be assumed that the damage was caused by the patron. Damage and replacement fines are the responsibility of the patron.

All patrons that wish to use library laptops/devices must sign a user agreement that outlines the rules and regulations for equipment/device usage at the library. Patrons signing this agreement will also be agreeing to the **Computer Use Policy**. This agreement only needs to be signed once, and the circulation staff will archive and track them. When a patron's card expires or the agreement has significantly changed, the patron must sign a new agreement to renew their eligibility of using library devices/laptops. The rules of agreement are as follows:

- Laptops/devices may be loaned to patrons working, residing, or attending schools in the State of Rhode Island.
- All patrons using a library laptop/device must be 16 years of age or older. Patrons under the age of 16 that wish to use a library laptop/device must have parental supervision at all times.
- Patrons are allowed to use a laptop/device for **three hours** per session but may request up to two additional hours.
- Patrons must show their library card to borrow a laptop/device.
- These designated laptops/devices do not circulate overnight.
- Personal software cannot be loaded onto the laptop/device.
- Laptops/devices are available on a first-come, first-served basis.
- One laptop/device per person may be checked out.
- **Do not leave laptop/device unattended.** The patron is responsible for a laptop/device if it is stolen or misplaced while it is checked out. Unattended laptops/devices may be retrieved, if observed by library staff, and the patron's laptop/device borrowing privileges may be suspended.
- Cost of replacement for a laptop/device is up to the responsibility of the patron.
- Late fees shall accrue at a rate of \$1.00 per hour for overdue return of a laptop/device.
- Patrons with outstanding fines greater than \$10 cannot borrow a laptop/device.

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Service Policies- On-Site Library Library/Device Policy and Agreement

- Patrons using a library laptop/device also agree to the terms and conditions as outlined in the **Computer Use Policy**.
- Any files saved on a laptop/device will be erased upon return and the library is not responsible for any files saved on a computer after it has been returned.
- All laptops/devices must be returned to the circulation desk no later than thirty minutes before closing.

By signing this document, I agree to the rules as outlined above, and I have read all the terms and conditions in this document as well as the **Computer Use Policy**. I assume responsibility for any damage to property and agree to reimburse the Maury Loontjens Memorial Library for any loss beyond normal use and wear. Failure to comply with the provisions of this policy may result in suspension of laptop/device borrowing privileges.

I have read and understand the policies stated above and the **Computer Use Policy**.

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

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

*Approved by Maury Loontjens Memorial Library Board of Trustees on March 16, 2026*

*Jared Jacavone, Library Director*