

Springfield Memorial Library

Laptop Usage Policy

Eligibility:

- Laptop computers owned by Springfield Memorial Library are available to library patrons who are 18 years of age or older.
- Users must leave their Driver's License or photo ID during time of checkout.

Usage:

- Laptops are for use within the Library only.
- Users of laptops must abide by the Springfield Memorial Library Internet Access Agreement and Wireless Access Policy.
- Laptops are available on a first come, first serve basis. They may not be checked out in advance.
- Daily limit for laptops is 2 hours.
- Do not leave the laptop unattended. The borrower assumes all responsibility for damages or loss that result from accident, misuse, theft, or neglect. If the laptop is taken from the library it is considered stolen. A report will be made to the Sarpy County Sheriffs department.
- Laptops are due 15 minutes before closing time, regardless of checkout time.
- When returning the laptop, the borrower should leave it powered on. Allow 5 minutes for library staff to check equipment.
- It is advisable to save your files or any work on an external flash drive, CD/DVD, or as an email attachment. All downloads or saved work is erased from the equipment.
- Printing is available for \$.10 per page.
- Springfield Memorial Library staff reserve the right to suspend laptop borrowing privileges for any violation of the laptop loan policy.