

Carlsbad Public Library

Laptop Circulation Policy

A. Patron Requirements

Laptop checkout is limited to Carlsbad Public Library members over 18 years of age with current library accounts in good standing. Library staff will confirm that patron contact information is correct prior to checking out the device.

Only one (1) Laptop may be checked out to a patron, or group of related patrons, at a time.

The Library reserves the right to deny circulating devices to patrons with a history of poor borrowing behavior.

B. Device Circulation

Laptop will checkout at the Service Desk for a duration of 14 days. Information Desk librarians will instruct patrons in the use of the device, if requested.

Patrons are financially responsible for the device, as they are for any library materials checked out on their account. By signing the Usage Agreement (see attached), the patron accepts responsibility for the device and agrees that the device is fully functional and in good condition.

Patrons must return the device and all accompanying parts to the Service Desk. Devices should not be returned in the book drop.

When returned, the devices will be inspected and its functionality checked. As with all library collection items, patrons may be charged for any damage or missing parts.

C. Questions or Exception Requests

Questions about this or any library policy may be addressed to the Library Director during regular business hours. Exception requests to library policies may be made to the Library Board of Trustees at any regular scheduled meeting.

LAPTOP USAGE AGREEMENT

First Name _____ Last Name _____

Library Card Number _____

Home Phone _____ Cell _____ Email _____

I agree to the following:

- I will abide by the requirements of the Carlsbad Public Library's Laptop Circulation Policy.
- I will return the device to the Library Service Desk, not the book drop.
- I will pay full replacement charges should the device or accessory equipment be lost, stolen, or damaged.

Borrower Signature: _____ Date _____

Service Desk Use Only:

Laptop Barcode: _____

Checkout Date: _____ **Due Date:** _____

Check-Out List:

- ___ Confirm user information is up-to-date and in good standing
- ___ Usage Agreement filled out and signed
- ___ Device checked out and due slip provided.

Staff Name _____ Date _____

Check-in List:

- ___ Laptop has no visible damage
- ___ Power adapter, and all parts are included
- ___ Check device in and return it to Technology Services, along with this form

Staff Name _____ Date _____

Tech Services:

- ___ Device cleared, charged, functionality checked, settings correct, returned to circulation
- ___ Patron account charged: _____