

I understand and agree to comply with all of the following conditions:

Use Policy

- Customers must have an Austin Public Library Card in good standing to check out a Laptop or electronic device.
- Use of the laptop or electronic device is restricted to the cardholder who checked out the device. No other person is allowed use the laptop or electronic device.
- The cardholder checking out the laptop or electronic device is financially responsible for any damage or loss of the laptop or electronic device. The device must be returned in the same condition in which it was checked out.
- All Library devices must be used inside the Library building.
- A laptop or electronic device is checked out for 4 hours.
- A laptop and electronic device not returned by the time the Library closes is regarded as lost.

Financial Responsibility

- Damaged, Lost, or Stolen Devices. The cardholder who checked out the laptop or electronic device will be charged the cost of the device plus a \$150 recovery fee for damaged, lost, or stolen devices.
- Overdue (Late) Fees. Customers returning laptops and electronic devices after the 4 hour checkout period (and before the Library closes) will be charged late fees at the following rate:

1 hour	= \$5
2 hours	= \$15
3 hours	= \$25
4 hours	= \$45
5 hours	= \$65
Total maximum fine	= \$65

Data Security and Privacy

- The Library 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.
- It is not possible to print to any of the Library's printers from the laptops or electronic devices.
- All laptops and electronic devices filter out pornography, sexually explicit sites, and phishing sites. Any attempt to circumvent the filtering or violate Library computer or internet use policies will result in the loss of certain Library privileges and reporting to appropriate authorities.
- I understand and acknowledge that the internet contains information, both written and pictorial, which may be offensive or harmful to me or to others.
- I will not obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any Library computer system.
- I understand that the City of Austin reserves the right to change its public use workstation access policies and procedures.

- I will comply with all state and federal laws and the Austin Public Library policies and procedures.
- I release the City of Austin and the Library from all liabilities associated with my viewing of, use of, or exposure to any information, machine-readable file, picture, graphical representation, or illustration I may encounter while using any public-use workstation, whether or not such information appears or is or is delivered through the station I operate.
- I will not violate any state or federal statute including those regarding obscenity, pornography, or delivery to minors material deemed harmful to them.
- I understand that Library computers and networks may not be used for any purpose that violates federal, state, or local laws. Prohibited use includes, but is not limited to, "hacking" or otherwise attempting unauthorized use of the Library, City or other networks; attempting to interfere with or disrupt other users; attempting to evade security measures; invading the privacy of other users; violating software license agreements; or sending harassing, threatening or libelous messages or material.
- I will not harm or harass any City employee or members of the public.
- I understand and accept that my failure to comply with Library policies and procedures will result in Library penalties that range from suspension of internet through permanent eviction from the Library.

By signing below, you agree to the following terms:

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.

Date: _____ Library Card Number: _____

Photo ID: _____

Signature: _____

Print Name: _____

Staff Member: _____ Branch: _____

