

New Ulm Public Library Laptop Computer Use Policy and User Agreement

The New Ulm Public Library has a limited number of laptops available for patron use. Laptop computers equipped with wireless network are available to be checked out at the library Service Desk for use in the library only. Laptops are configured to provide access to the Internet, library information resources, Microsoft Office products, and the capacity to send approved file types to library printers via email.

All users are required to abide by the New Ulm Public Library's Internet Use Policy, and in compliance with the following terms and conditions related to the use of New Ulm Public Library's laptop computers:

1. Laptop computers may only be checked out by an adult user (18 years or older) with a library card. The library account must be in good standing with no outstanding lost library materials or other blocks/holds on the account.
2. The user agrees to take proper care of all library equipment and materials that are the property of the library. All issues with library equipment or materials should be immediately reported to library staff.
3. User understands and agrees that library equipment is for in-library use only. Laptops connect to the library network through a wireless connection and may only be used in the library's main floor or in the adult fiction and nonfiction areas and may not be used outside of the designated areas.
4. Laptop computers may not be left unattended. Users must return their checked-out equipment to the Service Desk if leaving the approved portion of the building. If a user will be away for less than 15 minutes they may leave their equipment at the Service Desk.
5. Library equipment includes: the laptop, power cord, mouse, and case. No earphones, external keyboards, external hard drives, or any other devices will be provided. Users may use any personal device that uses a USB connection, including keyboard, mouse, and USB flash drives. All equipment must be returned to the Service Desk, inside its case and powered off, at least thirty (30) minutes prior to the library's closing time on that day.
6. Users agree to comply with the New Ulm Public Library's Internet Use Policy. Copies of the policy are available at the Service Desk.
7. Library equipment is available on a first come, first served basis. Availability of the equipment for users is not guaranteed. Time allotted is based as fairly as possible according to the demand placed upon the equipment by library users. All decisions regarding the use of library equipment and materials are made at the sole discretion of the library.

8. Users may not loan their checked-out laptop to any other person. If a laptop user gives and/or shares their laptop with another patron, the user remains responsible for any loss of or damage to the equipment, and future equipment use privileges will be revoked.
9. No software may be downloaded or installed to the laptop hard drive. No attempt to change the installed software or any laptop settings is permitted.
 - a. The New Ulm Public Library's laptops are equipped with software that automatically deletes all files downloaded or saved on the device when it is shut down or restarted. In order to save information or documents, a user may save files to a personal USB drive, e-mail it to themselves, upload it to cloud storage, or print the information. The New Ulm Public Library does not have the capability to recover this data after deletion and will not be held responsible for any data loss.
 - b. If users experience problems with laptop hardware or applications or have questions, they should ask for assistance from library staff. Users will be held responsible for any damage to a laptop from their attempt to troubleshoot a problem.
10. Users using sound-enabled resources must use headphones to reduce disruption to other patrons. Ear buds are available for purchase at the Service Desk.
11. The library is not responsible for any objectionable material that may be found on the Internet while using library equipment. Although library internet access is filtered, no filter can block all possible questionable content.
12. The New Ulm Public Library is not liable for damages to user's personal data, removable media, or equipment resulting from information copied from the Internet or device.

WARNING: Please be aware when downloading to your removable media that software or files downloaded from the internet or from any unknown computer may contain viruses. Users should not assume the New Ulm Public Library laptops have adequate virus checking software on them to protect data transferred from the internet to their personal storage devices or online accounts. The library does not warranty against data loss or damage to users' personal devices while using library equipment, installed software, and the library connection to the Internet.

13. Users may not use library equipment to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment as described in the library's Internet Use Policy. No federal, state, or local laws may be violated when using library equipment.
14. Users are responsible for all loss or damage to the library laptop and included accessories while checked out. The cost assessed for damages will be the lesser of the repair cost or the replacement cost. Unreturned laptops will be considered stolen, and the user's information

will be turned over to the New Ulm Police Department. Theft of a laptop is a crime and all legal remedies, up to and including, prosecution, may be pursued.

I understand and agree to the above-described terms and conditions of use. By signing this agreement, I accept this Laptop Computer Use Policy and User Agreement and understand and acknowledge that I am responsible for returning the equipment to New Ulm Public Library in good working condition and free from any damage.

I agree to indemnify and hold harmless the New Ulm Public Library and the City of New Ulm from any and all claims for damages for personal injury, death, property damage, or any other claim or cause of action for any reason brought by any third party arising out of or connected in any way to use of the library equipment that is the subject of this Agreement.

User Printed Name

User Signature

Date: _____

LIBRARY STAFF ONLY

USER LIBRARY CARD NUMBER

DATE / STAFF INITIALS

☐ NOTE ADDED TO USER ACCOUNT

Approved May 9, 2024