

Bartlesville Public Library

Netbook Lending Policy

Purpose

The Bartlesville Public Library makes netbooks available to library card holders to assist in research, networking, recreational use, and document production needs. Netbooks are provided according to availability.

The following rules and regulations apply:

1. Netbooks may be borrowed by adult library card holders ages 18 and up with less than \$5.00 in fines, hereinafter referred to as *Users*. (See Circulation Policy for exceptions).
2. Photo identification in addition to a library card, will be required.
3. Netbook checkout is for 7 days and may be reserved in advance following the Circulation Policy guidelines.
4. Each netbook is equipped with operating software, Skype, Basic Microsoft Word, Basic Microsoft Excel, Adobe Acrobat Reader, Power Point Viewer, Internet Explorer, and capability to connect to a public wi-fi network. No additional software may be installed or downloaded. In addition, each netbook comes equipped with an electrical cord and carrying case for which the User is responsible.
5. The library does not provide technical support for the netbooks. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to USB sticks, or personal internet based accounts. All created files will be wiped clean after the netbook is returned to the Library.
6. Netbooks may only be renewed in person at the Library's Circulation Desk.
7. Netbooks must be returned in person to a staff member at the Library's Circulation Desk and may not be returned to any book drop. (see item 9)
8. Fines for unreturned netbooks are \$5.00 per day, not counting days the library is closed
9. Netbooks are not to be loaned to other individuals by the borrowing User.
10. User assumes full responsibility for the cost of repair or replacement in the event that the netbook is lost, stolen, or damaged. The Library will assess netbook issues within 24 hours of its return and charge User accordingly.
11. The Library's Public Netbook Use policy applies to netbook use. Users attest that they have read and will adhere to the policy.