



In-Library Computer Equipment Loan Policy

Computer equipment is available to patrons **for use in the library only**. A valid Anchorage Public Library card must be presented at check out and a Liability Form must be filled out and on file.

Patrons must be at least 12 years of age to borrow computer equipment. Patrons 12-17 years of age must have a parent or legal guardian sign a liability form in person before first check-out.

Computer equipment is available for loan on a first-come, first-served basis. Holds or advance bookings are not available. Computer equipment should never be left unattended and no food or drink is allowed when using the equipment. Users must abide by the *Internet Safety Policy* and the *Code of Conduct*.

The normal 2-hour loan period may be extended or shortened based on demand, subject to staff approval. Computer equipment is checked out and returned at the designated library location. Equipment must be returned at least 30 minutes prior to library closing. Upon return users are required to wait while the equipment is checked to ensure everything is intact.

Documents should be saved to a personal storage device; the library does not provide these devices. All user files are deleted when the computer equipment is turned off. The Library is not responsible for lost files for any reason and equipment malfunctions must be reported immediately to library staff. Printing is not available.

The user agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage whether intentional or unintentional, negligence or misuse. A repair fee will be levied for damaged computer equipment based on all costs of the repair including an administrative fee. Fees for the computer, power cord or adapter will be charged based on replacement cost.

Loussac Teen Underground equipment (including iPads and Mac Books), in keeping with donor intent, are to be used within the Loussac Teen Underground space by teens.

Update recommended for approval by the Library Advisory Board, 5/23/11

Approved by Library Director, Karen Keller, 5/23/11