

Patron Registration for Use of Laptop Computer

Conditions for Use of Library Laptops

- Laptop computers may be checked out by Edwardsville Public Library resident cardholders and those who have purchased non-resident library cards. Holders of "Business" or "Reciprocal" cards are not eligible for the service. Users must register and present both the library card and a driver's license at the time of registration. The driver's license will be held at the circulation desk until the computer is returned. A current photo I. D. card can serve in place of a driver's license if necessary. SIUE photo I.D. cards will be verified with the current SIU Housing Roster.
 - Patron must be 18 years of age or older.
 - Patron must present a library card to checkout a laptop.
 - Expired cards or cards with more than \$5 in fines cannot be used to checkout laptops.
- The laptop is for in-Library use only and cannot be taken beyond the security gates at either entrance. Please take reasonable precautions to safeguard the laptop from damage.
- **The checkout period is four hours. If the battery runs out before four hours, the checkout period is ended.** There is a limit of one checkout per patron per day. Laptops must be returned to the Adult Circulation Desk by 8:30PM Monday through Thursday and by 4:30PM on Friday, Saturdays and Sundays. Evening or afternoon usage may result in a checkout period less than four hours.
- Filtering software is NOT installed on the laptops. Internet access will not be filtered.
- Please do not take the laptop into a public restroom. For safekeeping, you may leave the laptop for a brief time at the Adult Circulation Desk on the first floor.
- Do not leave a laptop unattended. An unattended laptop will be returned by staff to the Adult Circulation Desk, and you will not be able to checkout a laptop again for 30 days.
- The laptop must be returned to the Adult Circulation Desk at the time it is due. If you return it late, you will not be able to checkout a laptop again for 7 days.
- The laptops have security tracking software that will be activated in the event that a laptop is removed from the Library. If the laptop is not returned, authorized staff will contact the police to report a probable theft.

Name:

LAST NAME

FIRST NAME

Address:

STREET

CITY

STATE

ZIP

Daytime Phone: ()

Evening Phone: ()

By signing below you agree to abide by the "Conditions of Use" outlined above.

Signature:

Date: / /

Staff Use Only

EPL Card Number:

TAKEN DIRECTLY FROM LIBRARY CARD

ID type: _____

Staff initials: _____