

Terms and conditions for borrowing a laptop in dlr Libraries

You must be a registered Adult member of the library in order to borrow a laptop. The laptop is issued to your library card, and is your responsibility until the laptop is returned by you. Laptops are provided on a first come, first served basis. They cannot be reserved on the online system or through staff. All information provided to us for the purpose of registration for a library card must be accurate. Your library card is not transferable to others, nor can your card & pin details be disclosed to other parties.

In the Lexicon Library, laptops are issued on to your library card on a self-service basis via the laptop locker on level 3. **Note that a laptop borrowed from a laptop locker will remain on your card unless the power cable is reconnected to the laptop & the door closed securely. Check that the red light at the side of the locker has illuminated to confirm that the system sees the laptop and is charging.** If you have any problems returning the laptop, contact a member of staff.

In all other dlr Library branches, laptops are issued by a member of staff at the desk, and must be returned to a staff member at the desk. **Please ensure that the laptop is closed and returned to the desk/locker in the correct manner, otherwise, if left unattended, it will remain on the library card.** Laptops can not be returned on self-service kiosks.

Once opened & switched on, the laptop will automatically connect to the WiFi in the library. Laptops must not be removed from the building, and will not work on any other network. Security is in place on all laptops to prevent theft or modification of settings. No personal software/programs can be loaded.

All personal data will be deleted once the laptop is closed or powered off. Dlr Libraries cannot retrieve any lost data, and users are encouraged to save their work as they go to their own USB or cloud storage. The library cannot be responsible for any USBs left behind or any work lost. If not closed & returned correctly, the system wipe will not take place, and there is a risk that your personal data may be accessed by a third party.

To ensure the provision of a quality of service to all our customers, our fair use policy allows a loan of 3 hours. If the library is due to close before the 3-hour loan period is up, the laptop must be returned 15 minutes before closing time. If you need to use a laptop for a further period, please ask a member of staff to renew the laptop for you if it is not required by another user.

Do not leave any laptop unattended as you are responsible for any laptop issued to your card which is damaged, lost, stolen, or not properly returned. Repair fees for damaged laptops will be as specified by our approved 3rd party supplier and will be passed on to the person who borrowed the laptop.

The Internet provides many sources of information, some of which could be inaccurate, dated, or offensive. dlr Libraries cannot accept responsibility for the content of websites except for its own. Internet usage is monitored. Users are required to accept the conditions of use. In doing so, you agree that you will not deliberately view inappropriate sites, send, or receive any material that could be seen as offensive to others, or send any messages to annoy/ harass another person. The Internet may not be used for illegal activity. Misuse of the Internet may lead to your membership being withdrawn.

We do not warrant that the service is fault free or fit for any particular purpose, or that our system is secure. You assume all responsibility and risk for use of the service. Dlr Libraries is providing this service to customers free of charge and is intended to support general web browsing activities. WiFi bandwidth is restricted for each user so limitations may apply on certain streaming services and to the downloading of large files. dlr Libraries cannot guarantee connectivity at all times for online meetings or conferences.

We will always try to make the Service available, but it may be interrupted/limited due to various reasons. We are not responsible for data that you may lose because of performance issues with the service. Network speed is not necessarily the speed at which you may send and receive data, due to variables such as applications used, network congestion, etc.

If you choose to use the Service to access sites/content provided by 3rd parties or purchase products from them, then your personal information may be available to the 3rd party provider. The way 3rd parties

handle and use your personal information related to the use of their services is governed by their policies and dlr Libraries has no responsibility for their policies.