



# Laptop Checkout Policy

53 East 79th Street  
New York, 10075

[www.nysoclib.org](http://www.nysoclib.org)

T. 212.288.6900  
F. 212.744.5832

## Overview

The New York Society Library is pleased to offer a laptop-computer checkout service to NYSL members. Laptops are available for checkout at the Circulation Desk during library hours.

## Availability

- Eligible Library members may borrow only one laptop at a time per Library membership.
- The checkout period for each laptop is one Library day.
- Laptops will not be checked out within half an hour of the Library's closing time.
- Laptops have Microsoft Word and Excel 2010 Starter, Adobe Reader 9 and Internet Explorer installed on each of them. They are automatically configured for the Fifth Floor wireless network.
- Audio or video files must be played with headphones. The Library does not provide headphones, but any standard headphones will work.

## Restrictions

- Laptop computers may only be checked out by current Library members for their own use. One laptop at a time per Library membership.
- Laptops will be available on a first-come, first-serve basis. They may not be reserved ahead of time.
- The laptops are for use only in the Library building and may not be removed.
- Library members who have unpaid bills for lost materials are ineligible to use this service.
- A member's privilege to check out a laptop may be rescinded if the member fails to return loaned equipment by the due time on more than two occasions.
- Printing is not available from the laptops.
- Please plug in the laptop when in use, to save the battery.
- Circulation staff will determine eligibility for laptop borrowing.

## Checkout/Check-in Procedure

- All checked-out laptops must be returned to the Circulation Desk thirty minutes before the Library closes.
- No files are stored permanently on the laptop. Borrowers are encouraged to save their own material on a flash drive, through cloud storage or as an email attachment. All files will be erased after the computer is returned. 2GB flash drives are available for purchase at the Circulation Desk for \$10.
- Borrowers must return laptops to a Circulation staff member. Laptops must not be left unattended at the Circulation counter.
- The laptop will be checked in only after a staff member has verified that all parts are present and in good working order.



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## Fines and Liability

- The Library will not be responsible for a lost or stolen laptop even when it is used in the Library.
- A \$5 per hour overdue fine will be charged for a laptop not returned by closing time.
- The borrower takes full responsibility and fiscal liability for all costs associated with damage to the laptop computer or its associated peripheral equipment (power adapter, carrying case, etc.) during the period it is checked out or its replacement costs should it be lost or stolen. The cost of replacing a Library laptop and peripherals is \$325.

## Troubleshooting Problems and Questions

- If Library members experience problems with laptop hardware or applications or have questions, they should ask a Circulation staff member for assistance.
- The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems.
- The Library is unable to offer technical assistance on Sundays.

## Disclaimer

The New York Society Library is not responsible for damage to any loss of data that may occur due to malfunctioning hardware or software. It is the responsibility of the user to know and abide by U.S. copyright law and other applicable laws, statutes, and license agreements when using the Library's computers and network services.