



LENDING LAPTOP INFORMATION

The library has laptops for check-out to Peninsula Library System cardholders in good standing with a BPL Laptop Loan Agreement on file.

Laptops will be available to check-out only during open hours, for use in the library.

- The Library is not responsible for any loss or damage to users' personal electronic storage devices.
- Food or drink are not allowed near laptops.
- All laptop check-outs are on a first come-first served basis.
- The laptop is due in 3 hours OR 30 minutes before the library closes, whichever comes first.
- Holds or Renewals are not permitted.
- The laptop may not leave the library and should not be left unattended.
- The laptop needs to be returned to the Lower Level Service Desk staff person.
- The Patron is allowed to check out ONLY one laptop at a time.
- Audio files must be played with self-supplied headphones.

Checkout Procedure

- Patrons borrowing a laptop will need to read, sign, and abide by the Burlingame Public Library Laptop Loan Agreement.
- Patrons must present a valid Peninsula Library System card and picture ID at the time of check-out. **No exceptions.**
- The laptop will be inspected by a staff member prior to check-out and check-in.

Fines and Fees

- If the laptop is returned late, the fine is \$5 per hour with a maximum total of 10 hours. There is no courtesy notice.
- The first overdue notice is sent 1 day after the due date.
- The second overdue notice is sent 2 days after the due date.
- A bill will be sent within 7 days after the laptop's due date. Unresolved accounts will be sent to a collection agency.
- If the laptop is returned damaged, the patron will be responsible for any damage incurred, up to the replacement cost.

Connecting to the Network

Laptops only run on the Burlingame Public Library Wireless Network, which is an unsecured public network. You will need to click on WiFi settings and choose "Burlingame Library." The laptop should automatically connect to the wireless network after the splash page has been accepted. If you are unable to establish a connection, open a browser. If it still won't connect, restart the device or ask for help from staff.

Printing and Saving Files

Printing is available on the wireless network. Visit <http://www.printeron.net/bpl/bplmain> to learn more about wireless printing. Files cannot be saved to the laptop; they can be saved to a removable storage device (**not included**) or emailed to yourself. It is important to note that **the system will remove all files on restart.**

Hardware and Software Problems

- Please notify the Service Desk of any hardware/software problems or damage to the laptop immediately
- Make sure your information is saved onto a removable storage device (**not included**) or emailed to yourself. All data will be lost on restart.

Laptop Lost or Damage Fees

Laptop

\$999.00 – Automatic replacement charge if laptop is declared lost. If the laptop is returned, the lost fee may be removed minus any damage fee.

\$15.00 – Non-refundable fee once the laptop is declared lost.

Damaged laptop replacement charges for equipment are as follows:

- Laptop Computer (total damage/loss): \$999.00
- Touchpad: \$44.95
- Keyboard: \$34.95
- LCD Screen: \$119.95
- CDRW/DVD Drive: \$61.99
- Battery: \$139.99
- Power Supply: \$89.99

Laptop Hardware:

- Acer TravelMate P246-M Notebook – Intel Corei3 - 1.80 GHz
4 GB DDR3L SDRAM
Windows 7 Professional 64-bit
1366 x 768 19:9 Display
Bluetooth
Wireless LAN
HDMI
3 USB ports (1 USB 3.0)
Front Camera/Webcam
- CD/DVD drive
- Soundcard with headphone and microphone option
- Power Supply (AC Power Adapter)
- Battery
- SD card reader

Software:

- Microsoft Office 2016