



## Laptop Agreement

Please take care of our laptop and do not leave it unattended. By borrowing this laptop from the Waltham Public Library, you agree to and understand:

- The **Waltham Public Library Abridged Computer/Internet for Loaner Laptops During COVID** attached to the laptop bag, with the understanding that you are responsible for appropriate use of the Internet and the computer itself.
- If anything is stolen or damaged while checked out, you are responsible for laptop (\$500), mouse (\$5), and power adapter (\$15) replacement costs.
- Laptops are due the next weekday, before 4PM. You can only return the laptop when the library is open: 8:30AM - 4:00PM. There is a \$5 per day late fee. The laptop must be placed in the gray bin inside the library's rear entrance.
- The Waltham Public Library & the Minuteman Library Network assume no responsibility for the content of material retrieved online, and assume no liability for any damage to user data or loss of user privacy sustained while using the laptop.
- Laptops may not be renewed. After returning this laptop, you may request another one online via [find.minilib.net](http://find.minilib.net) or by calling 781-314-3425.

## Laptop Use & Care

- **Cleaning:** Laptops have been quarantined by the library for at least 72 hours before being loaned out. If you decide to sanitize it before you use it, please do not soak the laptop or directly spray the laptop:
  - Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
  - Avoid excessive wiping, which might cause damage.
  - Don't get moisture into any openings.
  - Don't use aerosol sprays, bleaches, or abrasives.
  - Don't spray cleaners directly onto the item.
- **Connecting to a wireless network:**
  - After you turn on the laptop, you will need to connect it to the wireless network that you are planning to use.
  - Select the Network icon  or  on the taskbar.

- Choose the Wi-Fi network you want, then select Connect.
  - (If required) Type the network password, and then select Next.
  - Choose Yes or No, depending on the type of network you're connecting to and if you want your PC to be discoverable by other PCs and devices on the network it is safer to say No here.
- **Data:** Note that when you close or restart the laptop, all information that you put on the laptop will be erased. Make sure that all work is backed up to another device or the cloud. When you power up the laptop, you will have to reconnect to the wireless network as described above.

### **Troubleshooting Tips**

- If the laptop doesn't turn on, plug it in since the batteries might have run out. (Laptop users are responsible for charging the laptops.)
- If the laptop freezes, hold down the Power Button for a few seconds to restart the computer.
- If you encounter any problems while using the laptop, please let staff know the details when you return the laptop.