



# Laptop Loan and Smart Locker Terms and Conditions of use

December 2024

**Laptops for loan, and lockers with charging facility for personal devices are available for Library members.**

## Laptops for loan

- Laptops are available for loan to Library members with a full membership (card numbers that begin with LM).
- Devices are available for a two-hour loan period within the Library only.
- The device will only connect to the free Wi-Fi provided in the Library.
- Members with overdue items or outstanding charges will be blocked from borrowing – see Library staff for loan renewal or charge settlement.
- Damage to the borrowed device will incur a replacement or repair charge.
- The full replacement cost of any laptop not returned to the locker will be charged to the Library Member who borrowed it.
- It is the borrower's responsibility to ensure that the laptop is returned to the locker correctly – laptops should be connected to the USB-C cable and the locker door closed in order to complete the return process.
- Laptops are supplied with a choice of browsers and Office software only.
- Laptops are dispensed fully charged – no cables or power cords will be supplied.
- USB memory sticks and headphones are available to purchase from the Library Service Desk.
- Any information created or stored while the laptop is on loan will be erased at the time of return, including browse history, cookies and any personal data captured during the session.



- It will not be possible to retrieve any data from the laptop after it has been returned – please save your work to a memory stick.
- Remember to disconnect any personal equipment that you have attached to the laptop – the Library is not liable for damage or loss of your personal devices.

### **Smart Lockers**

- Empty lockers are available for charging personal devices – only USB-C connections are available.
- Owners leave personal devices in the Smart Lockers at their own risk.

**For more information contact Penrith Library on 4732 7891.**