

## LAPTOP AND TABLET CONDITIONS OF USE

Members of the City of Darwin Libraries are able to borrow a laptop or tablet for use inside the library. The laptops and tablets have wireless internet access, web browsers and various other software. Laptops have Libre Office installed, which is compatible with Microsoft Office, but you must remember to “save as” and choose the .docx file format to ensure compatibility.

### **Users of City of Darwin Libraries’ laptop and tablets agree to the following conditions:**

- You must show your City of Darwin Library card to borrow a laptop or tablet.
- Laptops and tablets are for in-library use only.
- Laptops and tablets are loaned on a first-come, first-served basis.
- If your borrowing privileges are suspended for any reason you will be unable to access library resources.
- Laptops and tablets are not connected to the public printer.
- A basic knowledge of computers is required. Staff can provide you with simple instructions and assistance. Web based information on common functions is available.
- Please return the laptop or tablet to staff after your session has ended.
- If you are using the laptop or tablet at the end of the day it must be returned to library staff 30 minutes prior to the library closing.
- No laptops or tablets can be borrowed 30 minutes prior to the library closing.
- Any documents saved on the laptop or tablet will be lost immediately upon restarting or logging out.
- These are ‘public use’ laptops and tablets. Logout of all personal accounts before returning them to staff.
- If you fail to return the laptop or tablet before the library closes you will be billed for the replacement cost of the laptop and accessories.
- Each laptop is loaned with a mouse and power cord.
- Each tablet is loaned with a protective cover.
- The following items are also available for loan in the library: DVD drives, USB sticks, USB cables, and headphones.
- The parent/guardian accepts liability and responsibility for their child’s access to the internet and the content that is viewed.
- Laptop and tablet users are subject to City of Darwin’s By-laws and the Libraries’ Code of Conduct.
- The internet is not to be used to access or transmit material that is offensive, pornographic or objectionable.
- Material found on the internet is protected by Copyright Law.
- City of Darwin Libraries monitors usage of the internet through the application of automated content filtering software.

**Any user identified as breaching the above conditions will be denied access to the internet.**

**DISCLAIMER:** City of Darwin Libraries assume no responsibility for any damages, direct or indirect, arising from use of its connections to internet services.