



## Terms and Conditions for use of the Self-Service Laptop and Tablet Terminals

1. By using our Computer and Internet facilities, you are deemed to have agreed to our Acceptable Usage Policy, and Terms and Conditions. Failure to comply with Library policies and procedures may result in you being prohibited from using all library services.
2. Library patrons aged 15 years and over can borrow laptops and tablets on a first come, first served basis.
3. **Laptops/tablets are for use in the library only; they are NOT to be removed from the premises.**
4. You may borrow only one device at a time.
5. A library card and PIN is required in order to borrow a laptop or tablet.
6. Laptops and tablets cannot be reserved.
7. The loan period for a laptop or tablet is three hours. The device must be returned 15 minutes before library closing.
8. Upon being returned, you must place the device back in the terminal bay, plug in the power cable and close the door. The device remains on your card until the power cable is plugged back in and door closed.
9. If you need to keep a laptop or tablet for a further period, you must return your borrowed device and then borrow another, if available.
10. Security measures are in place to prevent theft, modification of settings and use offsite.
11. No personal software or programs can be loaded onto the laptops or tablets.
12. Any saved work is deleted on reboot, so please save your work to your own USB key / cloud storage as you go. Dublin City Libraries is not responsible for the loss of any personal data.
13. Do not leave any laptop or tablet unattended, as you are responsible for any loss or damage to a laptop or tablet issued to you.
14. Replacement or repair fees for damaged, stolen or missing laptops and tablets will be as specified by a Dublin City Libraries approved 3rd party supplier and will be passed on to the person who borrowed the device.