

LAPTOP LENDING INFORMATION

The library has Acer laptops for use in the library only. These 64-bit laptops are equipped with Intel Core i5 processors, Windows 7 professional, and 500 GB hard drives.

Eligibility

- Electronic devices are available for checkout to Peninsula Library System cardholders in good standing with an Electronic Device Loan Agreement on file. A new agreement must be signed every year.
- Patrons over 18 years old must provide a valid picture ID matching the library record.
- Patrons under 18 must have a parent or legal guardian present to sign the Burlingame Public Library Electronic Device Loan Agreement.

Checkout

- Laptops are available for checkout at the Lower Level service desk at the main Burlingame Public Library.
- Laptops cannot be reserved, and holds cannot be placed on them.
- Patrons must sign the Burlingame Public Library Electronic Device Loan Agreement in order to check out a laptop.
- Patrons must present a valid Peninsula Library System card and picture ID at the time of checkout.
- Laptops are checked out on a first-come-first-served basis.
- Only one laptop may be checked out at a time.

Checkin

- Laptops must be returned to a Lower Level service desk staff person.
- Laptops cannot be returned in the book drop or the automated book return system.
- Laptops cannot be returned to any other library.

Loan Period

- 3 hours OR 30 minutes before the library closes, whichever comes first.
- No renewals

Usage

- Laptops may only be used in the library.
- Library staff reserve the right to suspend laptop borrowing privileges for any reason.
- The Library is not responsible for any loss or damage to users' personal electronic storage devices.
- Food or drink are not allowed near laptops.
- The laptop may not leave the library and should not be left unattended.

Lost or Damaged Fees

Please see the Electronic Device Loan Agreement for details

- Loss or damage: \$999.00.
- Processing fee: \$15.00, if lost
- Touchpad: \$44.95
- Keyboard: \$34.95
- LCD Screen: \$119.95
- CDRW/DVD Drive: \$61.99
- Battery: \$139.99
- Power Supply: \$89.99

Late Fees

Please see the *Electronic Device Loan Agreement* for details

- \$5 per hour, maximum total of \$50. There is no courtesy notice.

Laptop Hardware

Acer TravelMate P246-M TMP246-M-52X2 14" LED (ComfyView) Notebook; Intel Core i5 (4th Gen) i5-4210U; 1.70 GHz
4 GB DDR3L SDRAM; 64-bit

- 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

Laptop Software:

- Windows 7 Professional
- Microsoft Office 2016

Connecting to the Network

Laptops only run on the Burlingame Public Library Wireless Network, which is an unsecured public network. To connect, go to WiFi settings > choose "Burlingame Library" > agree to terms on splash page. If you are unable to establish a connection, open a browser and load a page. If you still can't connect, restart the device or ask staff for help

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.***

Troubleshooting

- Patrons may call the Lower Level service desk for help with their laptop 650-558-7418
- Please notify the Service Desk of any hardware problems or damage to the laptop immediately at 650-558-7418