Make sure the patron understands to save any documents to a flash drive or a personal online storage account such as Dropbox or Google Drive. Everything will be reset and any documents will be deleted.

Patron must fill out and sign Rockingham County Public Library Tablet and/or Laptop Agreement for each use.

Library Staff must fill out the “For Library Use Only:” section of the Rockingham County Public Library Tablet and/or Laptop Agreement upon check out, renewal or check in.

Make sure that the patrons have signed the 3.6 Internet Acceptable Use Procedures Agreement and are aware of 3.6 Internet Policy and 3.7 CIPA Policy.

When the Patron returns the equipment the Staff must turn on the tablet and/or laptop to verify that the equipment is working properly prior to check in.

Reboot the tablet and/or laptop to restore the equipment to the Library’s specific setup.

**Privacy**

Be mindful of your privacy when using this loaner equipment!

When working on any public computer, you should not save any passwords on the Library's equipment.

Before returning the equipment, log out of any applications or accounts you've logged into (e.g., Facebook, email, Amazon, Google) while using the equipment.

Neither the laptops nor tablets automatically delete documents, accounts, notes, or images you've created while using them.

Before returning the item, clear it of anything you've saved or created.