

Laptop Use/ Checkout Policy

- Laptops are available on a first-come, first-served basis and may not be reserved or held for individual or group use.
- A driver's license must be provided to the staff member for use of the laptop. The card will be put in a special drawer until such time as the laptop is returned. At that point the card will be returned to the owner. Managers and supervisors may make special arrangements regarding the above.
- Laptops may be borrowed for use only during business hours and for 3 hours at a time if someone is waiting to use one.
- Laptops are to remain in the library for the duration of the loan period and may be renewed once if no one else is waiting.
- Laptops will stop circulating one (1) hour before the library closes and all laptops are due back one half hour before the library closes regardless of when they were checked out.
- Laptops must be returned to a Circulation Desk employee. DO NOT just leave the laptop unattended at the circulation desk.

Replacement/Damage Charges:

- Once a laptop is declared missing or considered removed from the library your Driver's License will be turned over to the Police Department and considered stolen.
- The replacement cost of lost, damaged, or stolen laptop peripherals will be no more than \$1000.
- The cost of the laptop is \$1,000 if the entire unit is damaged or not returned.
- Your library account will be frozen until the issue is resolved or permanently depending upon the circumstances.

Battery Life and Performance:

- We are not responsible for lost information due to loss of battery power; it is the sole responsibility of the laptop borrower to make sure that all user created information is properly saved and that the laptop is sufficiently charged.
- When a laptop needs recharging, you may exchange it for one that is charged or a charged battery if one is available.

Saving Files:

- Laptop borrowers may save files to a writable CD, DVD, or a USB memory key; all/any of these must be provided by the laptop borrower. Once saved, files may also be sent via email if the laptop is connected to the internet. No information or files may be saved on the computers.
- **STAFF WILL GET THE SIGNATURE (ONCE) OF THE PATRON AND THEIR DRIVERS LICENSE NUMBER. ONCE ON FILE WE WILL NOT REQUIRE THEM TO SIGN THIS FORM AGAIN. THE FORM WILL BE FILED IN LAPTOP BINDER. WE WILL STILL REQUIRE A DRIVERS LICENSE AT TIME OF CHECKOUT. IF PATRON DOES NOT HAVE A DRIVERS LICENSE, PLEASE BRING IT TO THE ATTENTION OF MANAGEMENT SO THEY MAY DETERMINE HOW TO PROCEED.**

Patron AGREES to the above policy and procedure for Laptop use:

Print: _____

Signature: _____

Driver's License Number _____

Circulation Desk Manager Signature _____

Policy effective date: _____