

LIBRARY LAPTOP USE POLICY

Approved by the Marion Public Library Board on
March 14, 2013

The Marion Public Library has laptops available to library patrons who are 18 years of age or older with a valid Marion Public Library card and an account in good standing. All laptop borrowers will be required to sign a “**Laptop Computer Borrower Agreement**”. Internet access is provided through the wireless network. Laptops are available for checkout at the circulation desk and may be used for the purpose of study, work, and research. Gaming is not allowed. All laptops have Microsoft Office (Word, Publisher, PowerPoint, and Excel) web browsers, and Adobe Reader.

LIMITS AND AVAILABILITY

- Borrowing library laptops is limited to library staff and patrons with a valid library card and picture ID.
- Laptops are for use only in the library and cannot be removed from the building. If a laptop is removed from the library it will be considered stolen and authorities will be called. The borrower will then be denied future library privileges.
- Patrons may not check out a laptop if they have overdue library materials or fines.
- Laptops are available on a first-come, first-served basis. An eligible patron is allowed to borrow one laptop at a time.
- Files may not be saved to the computer. Please save your work frequently to a USB drive, CD, or email your files as an attachment. Once a laptop shuts down, all information that is not saved will be lost.
- Personal software cannot be loaded onto the laptop. Borrowers may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.
- Wireless printing is available from laptops to the printer behind the counter at the circulation desk.
- Audio or video files must be played with a headphone.

CHECKOUT PROCEDURE

- A patron borrowing a laptop must read, agree and sign the Marion Public Library Laptop Checkout Policy and the Marion Public Library Use Policy before he/she takes a laptop away from the circulation desk.
- Borrowing library laptops is limited to library staff and patrons with a valid library card. There are no exceptions to this policy unless approved by the Library Director or library staff. Patrons will be required to leave their driver’s license or ID at the circulation desk until they are finished and have returned the laptop.
- At the time of checkout, the laptop will be inspected by a circulation staff member to make sure it is intact and functioning properly.
- A borrower will be cautioned to save his/her files on his/her flash drive, CD or email them as an attachment. All files will be erased after the computer is returned.

- The laptop will be checked out to the borrower's library account.

LOAN PERIOD AND RENEWALS

- Maximum loan period is three hours (or at the discretion of the librarian), unless it is less than three hours before the library closes. Laptops must be returned 30 minutes before closing. Laptops will stop circulating 1 hour before closing.
- There will be no renewals unless approved by library staff. Examples of exceptions are online class testing or conference meetings.
- Laptops do not circulate overnight.

CHECK-IN PROCEDURE

- Upon return, the laptop will be inspected to verify that all parts are present and that the computer and all accessories are in good working order. Borrowers should allow at least five minutes for a staff member to check the equipment.
- Laptops and any accessories must be returned to a staff member at the circulation desk.
- Laptops should not be left unattended at the circulation desk.
- The laptop will be booted up and checked for functionality upon return.
- The laptop will then be checked in from the patron's library account.

FINES AND LIABILITY

- Patrons are responsible for making sure that the laptop is in working order and without physical damage when it is checked out.
- **Do not leave laptops unattended.** You are responsible for a laptop that is stolen while it is checked out to you. Unattended laptops may be retrieved, if observed, by library staff and your laptop borrowing privileges will be suspended for three months.
- **If you notice damage to the laptop or if you discover that an application is not working, immediately notify the library staff.**
- **When a laptop is lost, stolen, or damaged, the borrower will be billed \$1,000.00 for replacement, plus a \$25.00 processing fee.**

TROUBLESHOOTING PROBLEMS AND QUESTIONS

- If a borrower is experiencing problems with laptop hardware or applications or have questions, they should ask staff.
- The borrower will be fiscally responsible for any damage to the laptop if he/she tries to troubleshoot problems.

DISCLAIMER

- The Marion Public Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.

Printed Name of Borrower

Signature

Date

Library Staff Initials _____

Marion Public Library
Laptop Computer Borrower Agreement

As a participant in the library's laptop computer checkout program, I agree to abide by the following policies and procedures:

(Please initial in the space provided after reading each point and then sign at the bottom)

- _____ I agree to accept full financial responsibility for the laptop and its peripherals while checked out to me.
- _____ I will not leave the laptop unattended. (For example: using the restroom, talking with friends)
- _____ I understand that the laptop computers available for checkout at the Circulation Desk are for use within the Library in conjunction with the library's wireless network. They are not to be removed from the library.
- _____ I understand that the laptops may not be reserved and are available for checkout in the library on a first-come, first-served basis. (Exceptions will be made for training and meetings)
- _____ I understand that I must be a current library patron in order to check out a laptop.
- _____ I understand that laptops are available to be checked out for a loan period of up to three (3) hours and need to be returned at or before the due time. A \$10.00 late charge will be assessed for each hour (or portion thereof) that the laptop is returned late.
- _____ I understand that all laptops need to be returned to the library circulation desk staff no later than 1 hour before library closing time, even if that means the loan period is less than the standard three (3) hours.
- _____ I understand that while I have the laptop checked out, I am completely responsible for its safety and use. I am responsible for any damage or loss that results from accident, theft, misuse or neglect. I will not leave the laptop unattended and will use it in a responsible manner. The library is not responsible for virus transmitted to or from storage devices.
- _____ I will not attempt to download any programs or files onto the hard drive of the laptop, nor will I change the system configuration. I am responsible for saving to a removable storage device or emailing any work I wish to preserve.
- _____ When returning the laptop, I understand that I should return it to the library circulation desk staff. I understand that I will have an approximate five minute wait while the staff verifies that everything is in working order.
- _____ I will report immediately any loss or damage of the laptop to the circulation desk staff. I will not attempt to troubleshoot problems with the laptop.
- _____ **I agree to pay all costs associated with damage to this laptop computer or any associated peripheral equipment; I agree to pay replacement costs should the laptop be lost or stolen. I understand that the replacement cost for this laptop computer will be no less than \$1,000.00 plus a \$25.00 processing fee.**

Print Name of Borrower

Signature

Date

Street Address

City

Phone Number