

# Laptop Loan Policy

Scope of Policy			
<i>Scope:</i>	Provisions for borrowing laptop computers for use in the library	<i>Effective Date:</i>	Revised 9/12/2022 and Approved 10/10/2022

## Provisions

### Checking out laptops

- Patron must be 18 years of age or older.
- Patron must hold a valid library card in good standing.
- Patrons holding Quick Cards cannot check out laptop computers.
- A mouse and power cord may be available for use with laptops; ask at the Reference Desk. Patrons are welcome to use their own accessories.
- Laptops will be available on a first-come, first-served basis. Staff will not take reservations or keep waiting lists.

### Computer use in library

- Library-loaned laptop computers may only be used in the library for a period of up to (2) two hours.
- Additional time may be granted by staff based on availability.
- Laptops may not be removed from the building. Removal of a laptop from the library constitutes theft.
- Under no circumstances should a laptop computer be left unattended in the library.
- Patrons are responsible for the safe return of the laptop or any damage to the laptop while it is checked out to them. This may include drinks or food spilled on the laptop, damage due to the laptop being dropped, or other preventable damage.

### Library responsibilities

- Fully charged laptops typically have several hours of battery life, but the library cannot guarantee the laptop will be useable for the full two-hour checkout period. It is the user's responsibility to save data in the case of battery failure.
- The Marion Public Library is not responsible for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment.

### Patron responsibilities

- Laptops must be returned to the laptop kiosk and be checked in before the patron leaves the library.
- **If a laptop is damaged or stolen, the patron is responsible for the replacement cost of the laptop including setup charges (\$1,000).**
- Patrons should be aware that wireless connections in the library are not secure. They should take appropriate precautions with personal information while using library computers.
- Documents saved to the hard drives of library computers will be automatically deleted when the computer is shut down. It is the responsibility of the user to bring a data storage device compatible with the computers.
- Earbuds or headphones must be used if the computer's speakers are turned on. The library has earbuds available for purchase at the Reference Desk.

## **Software and staff assistance**

- The laptops are equipped with software that restores the computer to its initial state when restarted.
- Software available on the laptops includes the most popular browsers, and the Microsoft Office suite (Word, PowerPoint, Excel). Anything downloaded to the library's computers will be automatically deleted after patron logs off.
- If time permits, library staff may assist computer users. Library staff is trained to assist with library equipment and resources, but may not be able to help with personal devices.

## **Abiding by laptop and internet use policies**

- The library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance with library policy.
- A patron using a library laptop agrees to abide by the library's Internet Policy.