Circulation of Laptop Computers

The following procedures apply to laptop computers owned and circulated by
Elmont Public Library

Borrowing Procedures:

- Each borrower must read and accept the *Laptop Borrowers Agreement* and *Liability Statement* when logging on to the laptop computer. This statement will detail the liability of the borrower.
- Only adults and students in grades 9 -12 (14-18 years old) are allowed to check out laptop computers. Students in grades 9 -12 (14-18 years old) are allowed to check out laptop computers when the **Laptop Borrowers Agreement** and **Liability Statement** signed by parent/guardian is on file.
- Any borrower that has outstanding library fines or charges will not be allowed to checkout a laptop computer.
- **LAPTOP COMPUTERS MAY NOT BE TAKEN FROM THE BUILDING**. Removing a laptop or any of its peripherals from the Library will be considered theft.
- **DO NOT LEAVE YOUR LAPTOP COMPUTER UNATTENDED**. You are responsible for loss, theft, or damage to a laptop and its accessories.   In case of a Library evacuation, keep the laptop with you and return it when you are permitted to re-enter the building.

What's needed to borrow a laptop computer for use in the library:
- A valid library card in good standing on file with Elmont Public Library. (The card must be present and belong to the patron presenting it.)
- An additional, valid and current form of identification with a photo.

Circulating Procedures:

Checking Out:

- Laptop computers are available for patron checkout from the Circulation Desk.
- Laptops are available for checkout from library opening to 1 hour before closing. Closing times vary on weekends, during summer hours, and holidays.
- Laptops are checked out on a first-come, first-served basis. They cannot be reserved in advance.
- Only one laptop computer per person may be checked out.
- Laptops are to be used in the library only and may not be taken from the building.
- Once a laptop computer is checked out to a patron, it becomes the responsibility of that patron.

Checking In / Returns:

- Laptop computers must be returned to the Circulation Desk by the time due or 30 minutes before closing, whichever is earlier.
- The circulation staff will reboot the laptop computer to verify the laptop is operating.
- The circulation staff will do a visual check of the laptop ensuring that the following components are intact:

    - cables
    - USB stick

Loan Periods

- The loan period for using laptop computers in the library is 3 hours.
- Laptops must be returned 30 minutes before closing.
- Renewals are allowed for another 3-hour period if no other patron is waiting for a laptop.
- Failure to return the laptop on time will result in an hourly fine.

<u>Fines and Liabilities</u>

All laptop borrowers are required to accept a Liability Statement when logging on to the laptop.
Do not leave your laptop unattended. Users are responsible for loss, theft, or damage to laptops and any of its peripherals during the check-out period.

- Late return fines are $3.00 per hour, with a 15 minutes grace period. Patrons who return laptops more than 15 minutes after the time due will be charged the full $3.00 hourly fee.
- The borrower is responsible for all costs associated with any damage to the laptop and any of its peripherals during the check-out period.
- Damage charges will be assessed based on the actual repair cost
- The borrower will be assessed a fine equal to the replacement cost if the laptop is lost, stolen, or not returned. In this case, the borrower would also be responsible for any accrued late return fines and a $10.00 processing charge. Replacement cost will be waived when the laptop is returned. Processing fee will not be waived
- Lost power supply will be assessed at $100.00 per item.
- Lost USB stick will be assessed at $30.00 per item
- All fines and charges will be attached to the user's library record and may result in loss of borrowing privileges

Security

Removal of a laptop computer from the Elmont Public Library will be considered theft and will result in a replacement charge for the laptop. Law enforcement officers will be notified if a laptop is removed from the library.

- Leaving laptops unattended may result in loss of laptop checkout privileges.
- Users are responsible for the laptop and any of its peripherals while it is checked out. The Library is not responsible for loss of the laptop and associated accessories while checked out to the user.
- Do not tamper with the security features of the laptop. Doing so will result in fines and suspension of borrowing privileges.
- No applications should be installed onto the laptop.
- Personal software may not be loaded onto the laptop. No user files will be retained on the hard disk.

Laptop Descriptions

- Elmont Public Library has 6 HP laptop computers available for in-house checkout.
- The laptops run on the Windows XP operating system.
- All laptops are loaded with the following software:
    - Internet Explorer
    - Adobe Acrobat Reader
    - Microsoft Word
    - Microsoft Excel
    - Microsoft PowerPoint
    - Microsoft Publisher
- Laptops are available for use in conjunction with the Library wireless network.
- Deep Freeze is loaded on each laptop.
- The laptops are not linked to the printers in the library. You may use the USB stick included to save your work and bring it to a librarian or staff member in appropriate department for printing. Teen patrons in grades 9-12 may print at the Teen Corner. Adult patrons may print in Adult computer area.
- The following information is attached to each laptop:
    - Laptops may be used in the library only.
    - Laptops circulate for a 3 hour period.
    - The fine for an overdue laptop is $3.00 per hour (or fraction thereof greater than 15 minutes)
    - Laptop computers must be returned to the Circulation Desk by the time due or 30 minutes before closing, whichever is earlier.
    - When returning your laptop, make sure a staff member at the Circulation desk checks the laptop in and verifies that the equipment is in good working order.
    - DO NOT LEAVE YOUR LAPTOP UNATTENDED. You are responsible for loss, theft, or damage to a laptop and its accessories during the check-out period. In case of a Library evacuation, keep the laptop with you and return it when you are permitted to re-enter the building.
    - **LAPTOP COMPUTERS MAY NOT BE TAKEN FROM THE BUILDING**. Removing a laptop or any of its peripherals from the Library will be considered theft and law enforcement officer will be notified.