



## **Computer Laptop Checkout Procedure**

The Frank L. Weyenberg Library is pleased to offer internet accessible laptop computers for use within the Library. All users must abide by the Library's Computer and Internet Use Policy.

### **Availability and Limitations**

- Library laptops are for in-house use only.
- Patrons may borrow one laptop at a time.
- Patrons must have less than \$10 in library fines and fees.
- Patrons must be at least 12 years old.
  - For patrons under 18, parent or guardian needs to be present at first checkout to sign the Laptop Computer Checkout Agreement which will be kept on file for future checkouts.
- Laptops are available on a first come, first served basis. They may not be reserved in advance.
- Laptop users may not alter, delete, copy, or tamper with any software loaded onto the laptop, or change the configuration. New software may not be loaded onto the laptop.
- Library strongly advises patrons to save documents to an external device or to email documents to themselves. All documents are automatically deleted from the laptop when it is turned off.
- Headphones must be used when playing audio or video files.
- Library is not responsible for damage to external devices (e.g., flash drives, headphones, etc.) or the loss of data while using library laptop computers.
- At this time printing is not available from laptops. To print, access any of the library's public desktop computers.

### **Checkout Procedure**

- Patrons must have a library card in good standing from a Monarch Library System library.
- Patrons must review and sign a Laptop Computer Checkout Agreement which will be kept on file for future checkouts.
- Staff will then checkout laptop to patron's library card.
  - Wired mice and charging cords are available for checkout.
  - Flash drives and earbuds are available for purchase.
- Checkout period is three (3) hours.
  - Up to two (2) renewals are allowed per day at the Circulation Desk as long as there is not a waiting list.
  - If not renewed, a fine of \$2 per hour will begin to accrue after four (4) hours of use.
  - Loan period for laptops checked out within three (3) hours of the library closing will be shortened accordingly.
  - Laptops will not be checked out during the final business hour of the day.

### Check-in Procedure

- Laptops must be returned to the Circulation Desk no later than 30 minutes prior to closing.
- For your protection, return laptop to staff at Circulation Desk.
  - Leaving laptop unattended at Circulation Desk results in a \$2 fine.
- Staff will verify that laptop is in working order and returned with all components.
- Laptop will be checked in and removed from patron's account.

### Fines and Liability

- Laptops should not be left unattended. Library is not responsible for lost or stolen laptops.
- If a laptop is taken beyond the library doors adjacent to the Circulation Desk, it is considered to be stolen and the police will be notified.
- Charges for lost and damaged equipment are as follows:
  - Laptop \$1,000.00
  - Power Cord \$ 20.00
  - Mouse \$ 5.00
  - Overdue Laptop \$2.00 per hour with one (1) hour grace

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### Laptop Computer Checkout Agreement

I have read the Computer Laptop Checkout Policy and agree to abide by it. I understand laptops are for in-library use only, and that when I check out a laptop I am responsible for it until I return it to staff at the Circulation Desk.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

Borrower's Library Card Barcode: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_