



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-expires 30 minutes prior to Library closing.
 - 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.
- Laptops must be returned to staff at Circulation Desk.
- 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

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: _____