

## **BARTLETT PUBLIC LIBRARY DISTRICT LAPTOP USE POLICY**

A Library Laptop Use Agreement must be signed by the user. The borrower is responsible for the laptop until it is checked in by the library staff.

Laptops are for use within the library and cannot be removed from the Library.

### **What do I need to check out a laptop?**

- A valid (not expired) Bartlett Public Library District card or a card from another library registered with the Bartlett Public Library District
- A valid (not expired) government issued photo ID, such as a Driver's License.
- A signed Laptop Use Agreement.
- You must be 13 years of age or older.
- If you owe the Bartlett Library more than \$15 dollars, you will not be able to use a laptop.

### **How long may I use the Library laptop?**

- Laptops are available on a first-come, first-served basis for up to two hours per day. No reservations will be accepted.

### **Where may I use the Library laptop?**

- Laptops only may be used in the Bartlett Public Library or in the Library's courtyards. Taking the laptop out of the Library is considered theft of library property and will be referred to the police to deal with. The approximate cost of the laptop is \$450.

### **Will I have access to the Internet using the Library laptop?**

- You will have access to the Internet through the Library's wireless system.

### **How do I log onto the Library laptop?**

- Start the laptop as you would any other Bartlett Public Library District computer.

### **How do I save files using the Library laptop?**

- You may save files and documents to your own USB flash drive or email them to yourself.
- The Bartlett Public Library District is not responsible for finding or retrieving files or data saved on the laptop hard drive. Files and documents saved to the hard drive will be erased when the laptop is shut down.

### **May I print using the Library laptop?**

- Yes, you may use the app installed on the laptop to print to the network printer in the Library.

### **What if I return the Library laptop late?**

- Late charges are \$10.00.
- You will also be charged for damage to the laptop.

### **Where do I go for help using the Library laptop?**

- The Library Computer Assistant, when available, should be able to help you use the Library laptop. It is expected, however, that you have general computer knowledge and will be able to perform most basic computer functions.

### **Other laptop facts:**

- At checkout you are responsible to see that the laptop is working and all accessories are included.
- You must not leave the laptop unattended.
- Personal software may not be loaded onto the laptop.
- You must not let anyone else use the laptop that is checked out to you.
- If you use sound-enabled resources, you must use headphones. Patrons may use their own headphones or may check out headphones at the same time that they checkout out a laptop. Headphones may be purchased at the Checkout Desk for \$2.00.
- You must report any hardware or software problems to the Library Computer Assistant. Or in the absence of the computer assistant to the staff at the Checkout Desk.
- The latest that a laptop can be checked out is 8:00 p.m., Monday through Thursday or 4:00 p.m. Friday, Saturday, and Sunday.
- Laptops must be returned fifteen minutes before the building closes.