



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 (unexpired) Bartlett Public Library District card.
- A signed Laptop Use Agreement.
- Potential borrowers must be 13 years of age or older.
- Less than a total of \$15 in fees and fines on the borrower's account.

How long may I use a Library laptop?

- Laptops are available on a first-come, first-served basis for up to four hours per day.

Can I reserve a Library laptop?

- A reservation is not needed. Anyone who meets the listed requirements may approach the Checkout Desk to get a laptop, assuming one is available.
- No reservations will be accepted before arrival at the Library.
- While reservations can be made through the PC reservation system near Casual Computing in the Library, these reservations are subject to verification to ensure the borrower meets the requirements.
- Invalid/ineligible reservations for Library laptops will be canceled.

Where may I use a Library laptop?

- Laptops may only be used in the Bartlett Public Library or in the Library's courtyards.
- Taking the laptop off of Library premises will be considered theft and the Library will contact suitable authorities to resolve the issue.

Will I have access to the Internet using a Library laptop?

- Internet access is provided through the Library's wireless system.
- Internet access at the library is subject to our **Internet Policy**. Please visit the Bartlett Library web site to view this policy.



How do I log onto a Library laptop?

- Borrowers can log in to the laptop with their Library card number and PIN.

How do I save files using a Library laptop?

- Borrowers should save any files and documents to their own USB drive or email them to themselves.
- Any data, including files, configurations, bookmarks, or other modifications made to the library laptop will be automatically erased upon log off. The Bartlett Public Library District does not have the capability to recover this data after deletion and will not be held responsible for any data loss.

May I print using a Library laptop?

- The laptop is connected to the public printer system in the library. Print jobs can be retrieved using a payment tower near any public copier.

Where do I go for help using the Library laptop?

- Library staff, when available, should be able to assist. General computer knowledge is, however, expected and borrowers are in turn expected to be able to perform most basic computer functions.

Other Details:

- At checkout the borrower is responsible to see that the laptop is working and all accessories are included.
- The laptop must not be left unattended.
- Personal software may not be loaded onto the laptop.
- Only the borrower is authorized to use the laptop that is checked out to them.
- Borrowers using sound-enabled resources may wish to use headphones to ensure personal privacy and/or reduce disruption to other patrons. Borrowers causing significant disruptions may be asked to stop, relocate, or return the laptop. Depending on the nature of the disruption, consequences as defined by other policies may also apply.
- Any hardware or software problems must be reported to the staff at the Checkout Desk.
- The latest that a laptop can be checked out is 8:00 p.m., Monday through Thursday, 5:00 p.m. Friday, or 4:00 p.m. Saturday and Sunday.
- Laptops must be returned fifteen minutes before the building closes.
- Borrowers are responsible for loss of or damage to the Library laptop while it is checked out to them. The cost charged for damage will be the lesser of the repair cost and the replacement cost. A lost laptop will result in a charge of replacement costs.